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ABSTRACT

This loose-leaf manual was compiled during a cataloging and indexing project which covered government publications issued primarily by regional offices, field offices, federal-state organizations, quasi-official agencies, or non-governmental institutions producing federally funded reports. Processing of these publications utilizes the National Union Catalog; Anglo American Cataloging Rules, 2nd edition; Library of Congress Subject Headings; Superintendent of Documents (SuDoc) classification numbers; and the OCLC online cataloging system. Check lists and charts delineating workflow, searching and cataloging procedures for the project, and a brief discussion of the establishment and maintenance of a name authority file are presented. The major part of the manual consists of a series of memos created throughout the life of the project in order to instruct project members in correct policies and procedures. The memos are divided into sections comprising fixed field memos for 1979/80 and descriptive or subject cataloging memos for 1979/80 and January to September 1981. Fixed field memos are in numerical order by field, while cataloging memos are in alphabetical order by subject of memo. A memo number and date of issuance are provided on each document. The manual concludes with sample workforms used in the processing of publications and collecting project statistics. (ESR)

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CATALOGING AND INDEXING OF A SUBSET OF FEDERAL GOVERNMENT DOCUMENTS NOT LISTED IN THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

PROJECT MANUAL

BEST COPY AVAILABLE

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1982

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CONTENTS

PREFACE

GENERAL DESCRIPTION OF THE PROJECT

WORKFLOW

SEARCHING PROCEDURES

CATALOGING PROCEDURES

NAME AUTHORITIES

MEMOS:

FIXED FIELD MEMOS - JANUARY 1979 - DECEMBER 1980

DESCRIPTIVE AND SUBJECT CATALOGING MEMOS

JANUARY 1979 - DECEMBER 1980

DESCRIPTIVE AND SUBJECT CATALOGING MEMOS

JANUARY 1981 - SEPTEMBER 1981

WORKFORMS

PREFACE

PREFACE

In 1978 Colorado State University Libraries (CSUL) received funding from the (then) U.S. Office of Education for a Title II-C HEA project grant to catalog a group of federal government publications not listed in the Monthly Catalog of United States Publications. In accordance with provisions of the grant proposal, the publications were to receive full descriptive and subject cataloging. Superintendent of Documents classification numbers had previously been locally assigned to the items. From the inception of the grant, the Project staff began compilation of a loose-leaf manual of its in-house searching and cataloging procedures and policies. In addition it includes information acquired verbally from the Library of Congress (LC), U.S. Government Printing Office (GPO), and other government agency staffs. The manual is supplemented by GPO's OCLC/GPO and AACR2 Cataloging memos, LC's Cataloging Service Bulletin and various OCLC technical memos. This material is not included here. Some of the information relating to cataloging rule interpretations may be out-of-date or superseded.

The manual was prepared in loose-leaf format in order to insert new documentation on a given topic and discard outdated material. The manual is divided into sections and within the Searching and Cataloging sections the memos are arranged in alphabetical order with a memo number and date of issuance of the memo. The Project staff made every effort to use the same terminology in local memos as that used in the cataloging rules and OCLC technical memos.

The manual is a compilation of cataloging procedures and policies resulting from the experience and expertise achieved by project personnel during the life of the project in working with problems that are common to cataloging government publications.

In addition to the named compilers, project staff assisting in preparation of various memos for the manual were Sheila Greene, Janice Marie, Judy Sherman-Jones, Beverly Smith, Leslie Goldberg, Susan Collins and Joan Dean.

Nora S. Copeland
(Senior Project Cataloger)
February 1982

GENERAL DESCRIPTION OF THE PROJECT

Proposal: Strengthening Research Library Resources, Title II, Grant no. G007803538, Oct. 1, 1978 - Sept. 30, 1981

Project Objectives:

1) To identify and organize for cataloging U.S. governmental publications that are not listed in the Monthly Catalog of U.S. Government Publications. These publications are non-depository in nature and for various reasons have not been forwarded by issuing agencies to the Supt. of Documents for cataloging and listing in the Monthly Catalog. The publications are primarily issued by regional and field offices, federal-state organizations, quasi-official agencies and reports issued by institutions as a result of federal funding.

2) To catalog those publications with no prior catalog copy and enter into the OCLC data base, with Supt. of Documents classification numbers assigned in-house by GPO.

   If cataloging copy (including LC) is found in the data base, adaptive cataloging will be initiated, adding the Sudoc number and the Libraries' location symbol to the record. This will also accomplish the objective of making known to the research community the existence of additional locations for interlibrary loan purposes.

   As a rule, older publications will be cataloged first, with current-year imprints being processed toward the end of the project period.

3) To prepare a COM and/or paper copy cumulative catalog from the Libraries' archival tapes, with author, subject, report no./series, and geographic indexes. This will enable faculty and students to gain access to these materials. (There are no plans at the present time to place this cataloging data into the Libraries' card catalog).

Cataloging

Descriptive cataloging was done according to the Anglo-American Cataloging Rules (1967), and the Anglo-American Cataloging Rules, Chapter 6 (1974) from January 1979 to December 1980 and according to the Anglo-American Cataloguing Rules, 2nd ed. (1978) from January 1981 to September 1981. The Cataloging Service Bulletin contains authoritative information regarding LC interpretations.

Subject cataloging was based upon the Library of Congress Subject Headings and its supplements.

Cataloging was prepared in MARC format according to standards contained in several documents from OCLC. Through December 1980 the sources of this standard were OCLC's Fixed and Variable Field Tags for Books and Fixed and Variable Field Tags for Serials. From January 1981 through September 1981 the sources used were OCLC's Books Format and Serials Format. OCLC I-level input standards were followed in most instances. However, some elements considered optional in I-level standards were required for project cataloging.

Continued efforts were made to coordinate project cataloging with that of the Classification and Cataloging Branch of the Government Printing Office. GPO sent its OCLC/GPO cataloging memo and AACR2 cataloging memo series for monographs and for serials. These memos, Anglo-American Cataloging Rules, LC rule interpretations, the various OCLC documents, and our own in-house standards formed the basis of cataloging policy for the project.

It is important to note that not all of the OCLC/GPO cataloging memos were relevant to the project. Nor did project cataloging provide all the information given in GPO cataloging. Until December 1981, project cataloging established names of headings according to LC's policy of superimposition. This was in direct conflict with GPO's policy of establishing all names in AACR form. After 1981 the project established all names in AACR2 form, thus following GPO's policies.

Classification

Each item cataloged has been or will be assigned a Superintendent of Documents (SUDOC) classification number by the Documents Department. Monographs are assigned a specific agency stem number for general publications; subsequently, each item is assigned a three-figure Cutter number to provide a unique number for each publication. In cases where the GPO shelflist indicates little or no holdings of an agency's publications, a two-figure number is used.

Series are assigned a high-number sequence to reduce the probability that GPO will use the assigned series number.

These classification numbers are recorded on searching worksheets that are inserted into each item to be sent to the project cataloging section.

GPO has agreed to verify and/or assign at their convenience class numbers assigned to project materials. This process is to be completed by GPO after the project materials are cataloged.

Subject Headings

Subject headings will be based upon Library of Congress Subject Headings, and its supplements.

A separate file will be kept for selected geographic names (e.g. names of dams, national forests, watersheds, etc.) and selected topical headings.

WORKFLOW

DOCUMENT DEPARTMENT

I. Pull item from shelf.

II. Supply suggested class number.

III. Send item to Cataloging.

A. Send items from same or similar issuing agency as a group.

B. Send all items in a series, serial, or multi-volume set as a group.

1. Documents will indicate if set, series, or serial is an open or closed entry in its shelflist.
2. Indicate if set is to be analyzed or not.
3. Indicate if set of alpha/numeric codes is to be in 490 or 500 fields.
4. If Documents knows that physical holdings being sent to catalogers are not complete (i.e., piece is missing, not received, etc.) that information will be noted on documents section of search slips.

Workflow procedures in the Cataloging Department

I. Searcher will pick items from designated shelf for searching. When search procedure is completed, items for adaptive and/or original cataloging will be placed on the designated shelf with search slip, printout, and/or xeroxed items in it for catalogers.

Searcher will make sure that multivolume sets and series are not separated.

Searcher will make sure that items from same or similar issuing agency originally shelved as a group by Documents remain as a group after search is completed.

II. Cataloger will take searched items from designated shelf for adaptive and/or original cataloging.

If additional search is required by the searcher, cataloger will ask the searcher who initiated the search to do the additional searching. The item will be returned to the cataloger initiating the additional search.

III. Cataloger will shelve the items for inputting on designated shelves.

IV. Inputter will pick items for inputting from designated shelves.

V. After items are input, OCLC number is recorded on them and sent to Documents.

SEARCHING PROCEDURES

I. GENERAL INFORMATION

Every title is searched before cataloging for the following purposes:

A. To locate any cataloging information already in the OCLC data base so that project staff will not duplicate entries in OCLC and will not duplicate their cataloging efforts if another library has already cataloged an item.

B. To find all cataloging copy done by the Government Printing Office (GPO). Titles with this copy do not need to be cataloged by the project and will be returned to Documents.

C. To find Library of Congress verification of main entries and name added entries to help catalogers.

II. MAJOR TOOLS USED FOR FINDING LIBRARY OF CONGRESS COPY AND NAME VERIFICATION

A. OCLC

1. Searchers will follow the instructions in Technical Bulletin Number 7. OCLC's data base contains MARC (Machine Readable Cataloging) records input by the Library of Congress since 1967 and cataloging input by several hundred member libraries.

2. To search in the OCLC system, searchers must use their assigned authorization number so that they will call up any CSU Libraries holdings in the file. CSU holdings are denoted by the symbol COF.

3. For every search, searchers must fill out a search slip with the following information:
   a. All search keys are listed on slip. Try to search under all possible entries as libraries differ in their cataloging practices.
   b. List OCLC number and print record for any copy found.
   c. Mark kind of copy found, if any.
   d. If while searching, a related item to the one on hand is found, a print is made. In any case, search procedure is followed even if a related item is found.

   Information should be recorded as shown in example.

B. AUTHORITY FILES

Contain entries verified and established by Project. Divided into 4 sections:

1. Personal Names.
2. Corporate and Conference Names.
3. Series (Main Entry)
4. Selected Geographic and Topical Names (not used in searching).

Searchers should record results of authority file searches in the appropriate place on the search slip. See example,

C. NATIONAL UNION CATALOG (NUC)

1. NUC contains two kinds of cataloging:
   a. Library of Congress (LC)
      LC cataloging copy which can be recognized by the bold print. This copy is preferred copy whenever found and should by xeroxed for the cataloger's convenience.
   b. NUC or non-LC
      Libraries other than the Library of Congress (LC) have provided this cataloging. This copy can be recognized by the holding library symbols at the end of the entries and by the light print. This copy is used for verification whenever LC copy or LC verification is not found. This copy is also xeroxed.

All xeroxing will be done on the machine in Room 100 with the auditron designated for the grant.

2. SEARCHING IN NUC
   a. If exact LC copy is found, there is no need to verify other names.
   b. If, however, searchers do not find exact LC copy, they must verify the main entry and all name added entries listed on any NUC (non-LC) copy by looking for LC copy under each name. If no copy of any kind has been found, searchers must determine the main entry from the title page and any added name entries that the cataloger might use and check for LC verification of each of these names.
   c. For every name searched in NUC, searchers must list the name under the form searched on the search slip and must indicate which years of the NUC were checked. See example,

SEARCH SLIP: FRONT

This side of the search slip is used to record title and personal author searches, as well as any additional searches the cataloger might require.

If copy is found, mark a check after the search key; if copy is not found, mark a circle after the search key.

Record the OCLC number for any copy found.

Title Search: 3,2,2,1
Author/Title Search: 4,4

Personal Author Search: 4,3,1

Use checks and circles to record your findings in the authority file.

For any NUC searches, record years of NUC searched and results in appropriate column.

18

DOCUMENTS

Class Number:

(Series: ✓ analyzed ____ not analyzed)

Title Search

OCLC #5231879 Date Searched 9/5/79 Initials lg

sma, te, of, s°
Sayw, sma/ ✓

Type of cataloging found ___ LC ___ LC(diff. ed.) ✓ non-LC no GPO

Personal Authors	AF	OCLC	NUC
Sayward, John M Sayw, joh, M	0	member only	0 156-72

Additional Searching Requested by	AF	OCLC	NUC

19

SEARCH SLIP: BACK

This side of the search slip is used to record corporate author and series searches.

If copy is found, mark search key or entry with a check.
If copy is not found, mark search key or entry with a circle.

For NUC searches, mark years of NUC searched and results in the appropriate column.

Corporate Author Search: =4,3,1

Use checks and circles to record your findings in the authority file.

Always record each corporate author EXACTLY as you find it in the Authority File, paying particular attention to capitalization and punctuation.

Serials/Series searches may entail author/title, title, or corporate author search keys, or all of them. Record all search keys, and mark each with a check or a circle to denote the results of your search.

20

Corporate Bodies	AF	OCLC	NUC
U.S. Army. Directorate of Military Programs = Army, dir, o	o	o	✓ LC 73-77
U.S. Army. Corps of Engineers. Cold Regions Research and Engineering Laboratory, Hanover, N.H.	✓		

Series			
U.S. Army. Corps of Engineers. Cold Regions Research and Engineering Laboratory, Hanover, N.H. Special Report.	✓		

21

33/53
no. 79-17
DOC

A# 5231879

Special Report 79-17

May 1979

LIBRARIES
AUG 1 1979
COLORADO STATE UNIVERSITY

SMALL-SCALE TESTING OF SOILS FOR FROST ACTION AND WATER MIGRATION

John M. Sayward

Prepared for
DIRECTORATE OF MILITARY PROGRAMS
OFFICE, CHIEF OF ENGINEERS
By

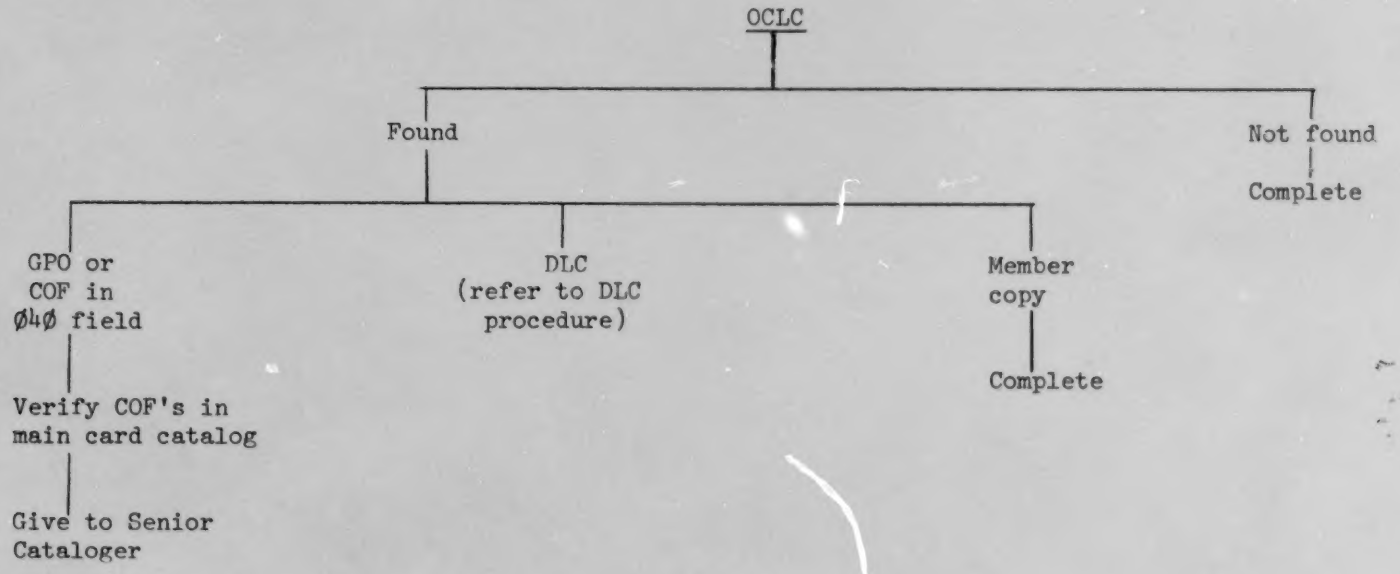
UNITED STATES ARMY
CORPS OF ENGINEERS
COLD REGIONS RESEARCH AND ENGINEERING LABORATORY
HANOVER, NEW HAMPSHIRE, U.S.A.

Approved for public release; distribution unlimited.

TITLE: Monographs published after 1967

OCLC: Title and author/title search keys

Always start with title or author/title search on OCLC data base, as these search keys usually provide quickest access to copy for publication.

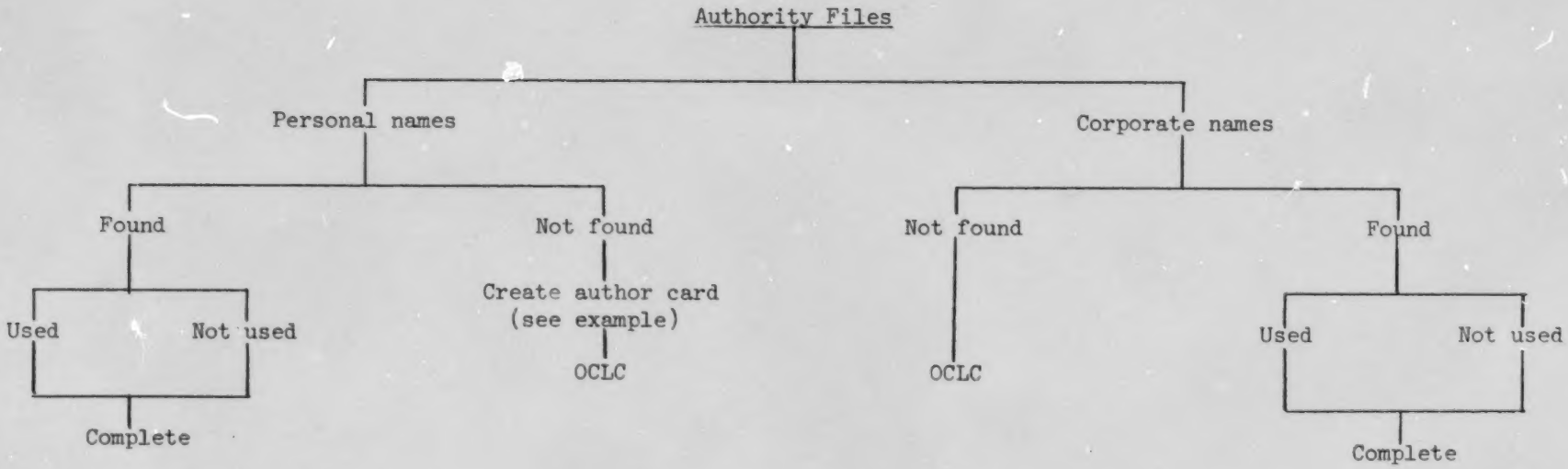


Record all searches and results on search slip

Print all copy found.

AUTHOR SEARCH: Monographs published after 1967

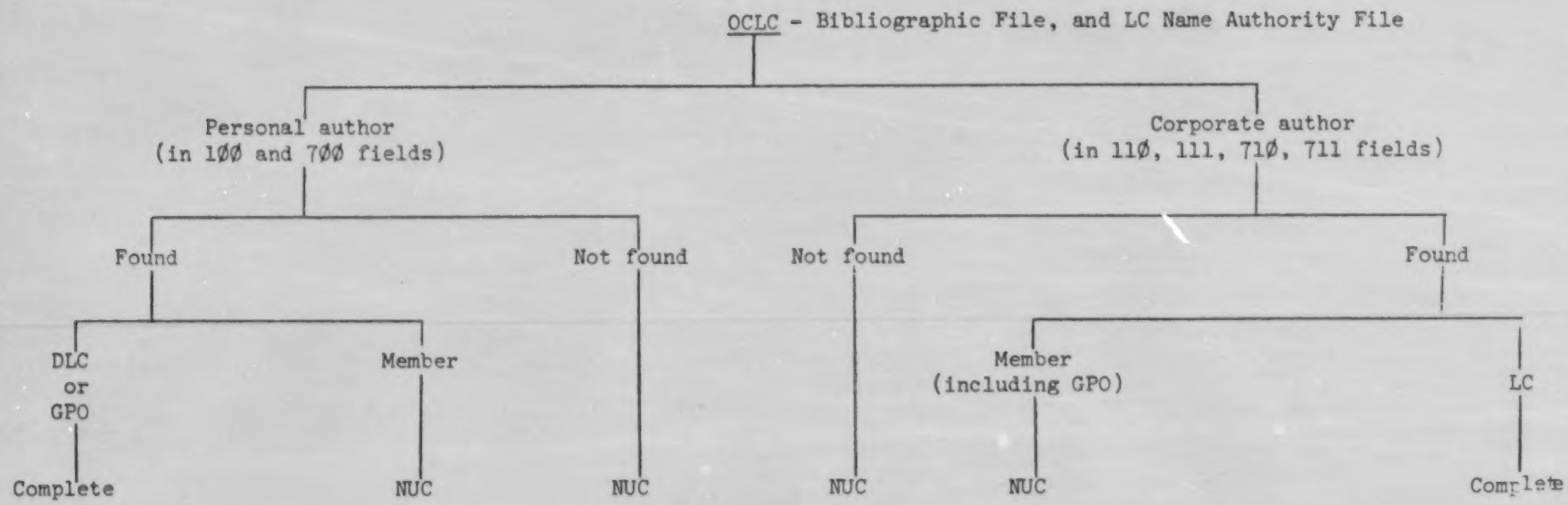
Authority Files: First search all names, corporate or personal in authority files.



Record all searches and results on search slip

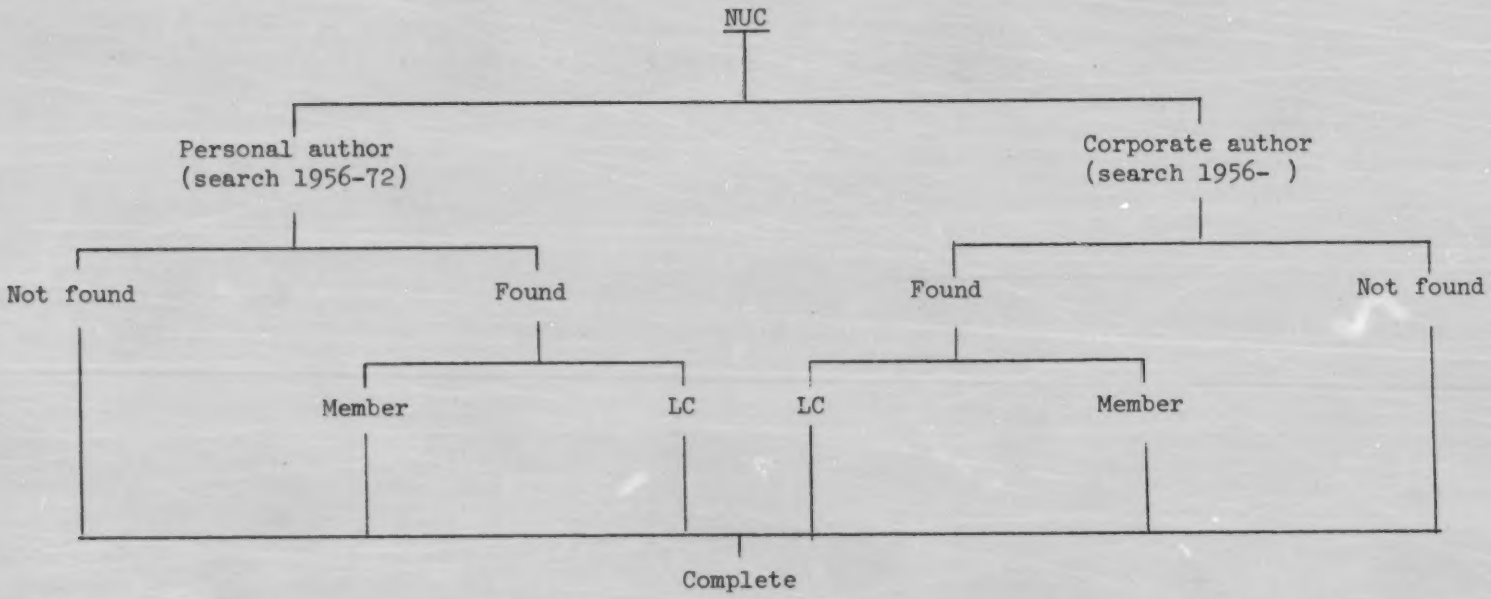
Print all copy found.

AUTHOR SEARCH: Monographs published after 1967



Record all searches and results on search slip
Print all copy found.

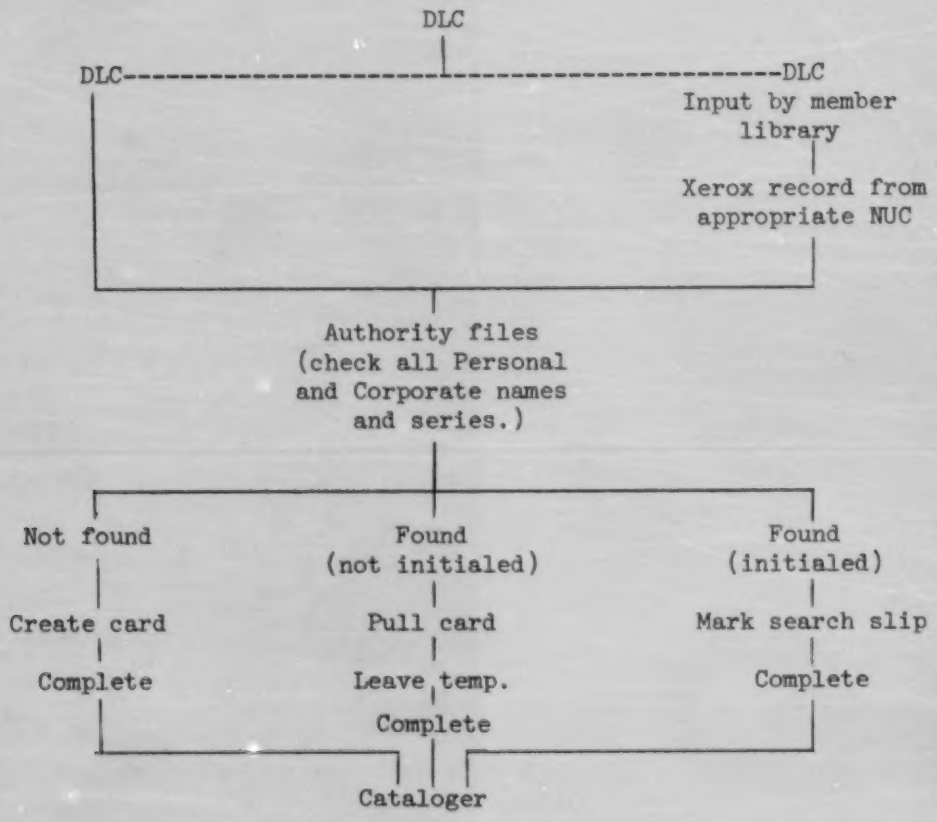
AUTHOR SEARCH: Monographs published after 1967



When applicable consider alternate forms of names.

Record all searches and results on search slip
Print all copy found.

DLC PROCEDURE

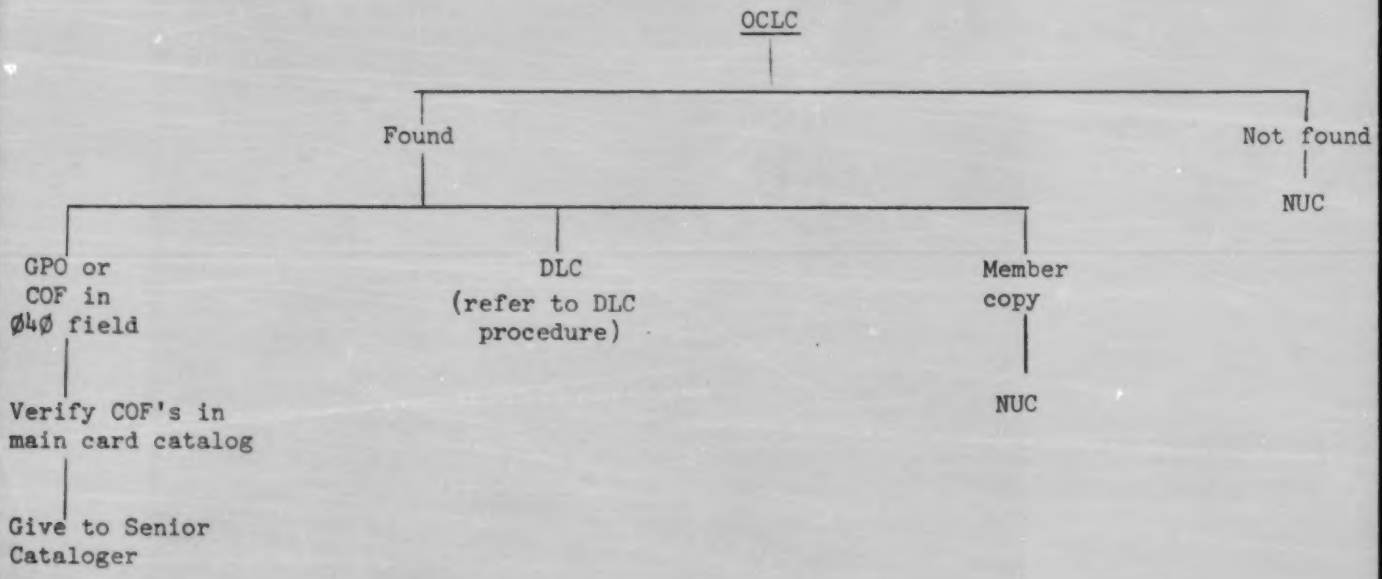


Record all searches and results on search slip
Print all copy found.

TITLE: Monographs published before 1967

OCLC: Title and author/title search keys

Always start with title or author/title search on OCLC data base, as these search keys usually provide quickest access to copy for publication.

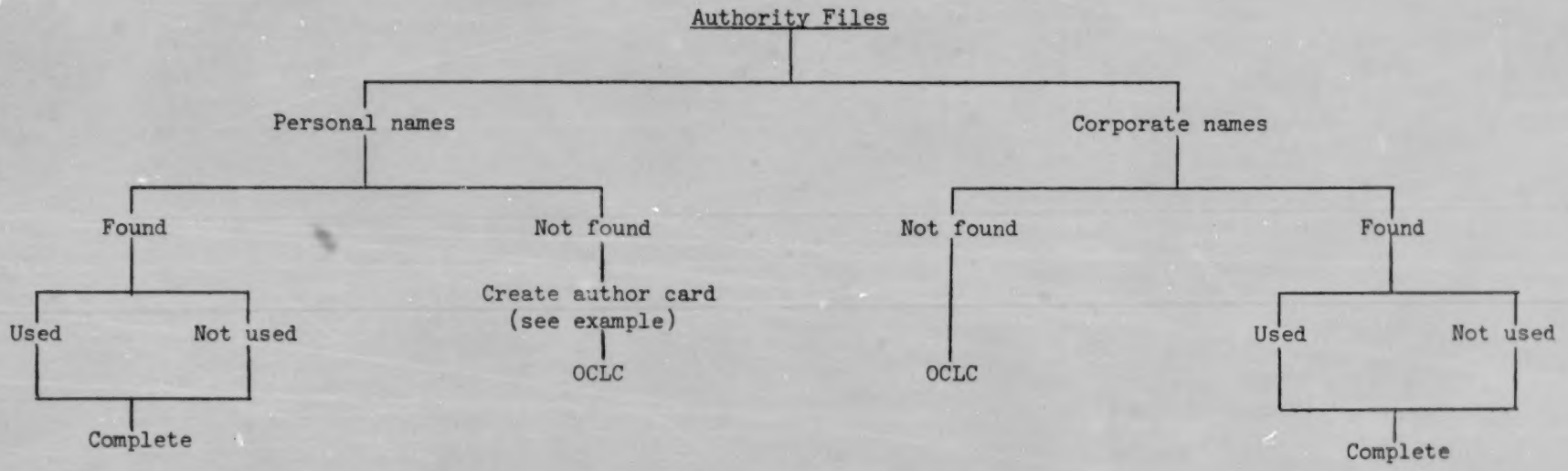


Record all searches and results on search slip

Print all copy found.

AUTHOR SEARCH : Monographs published before 1967

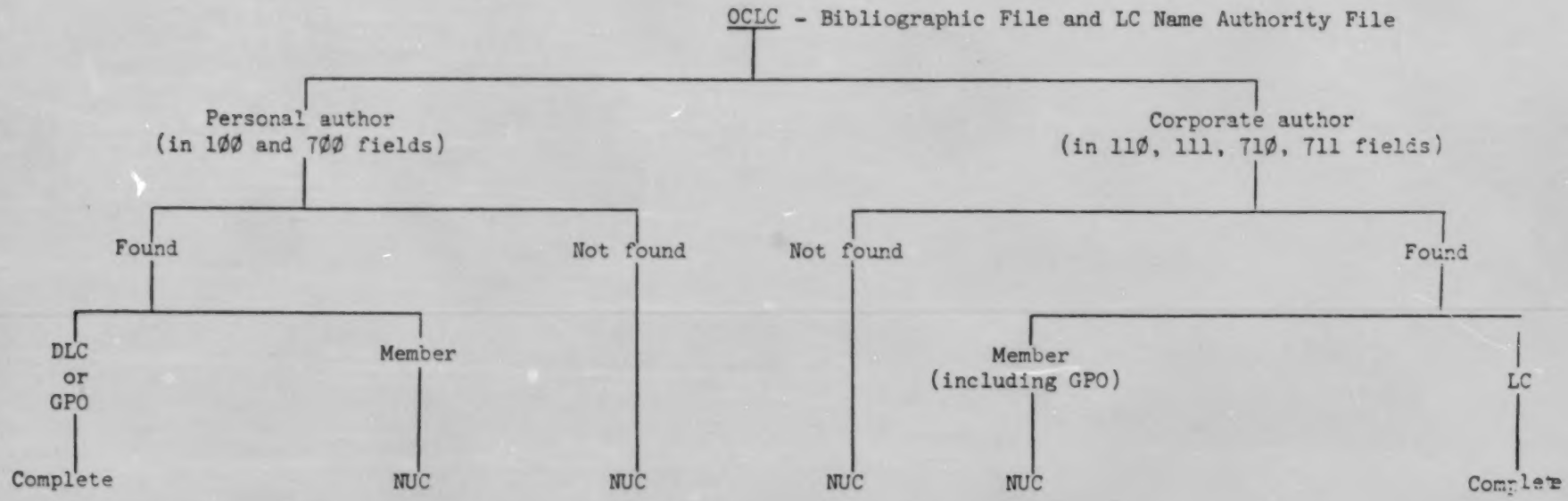
Authority Files: First search all names, corporate or personal in authority files.



Record all searches and results on search slip

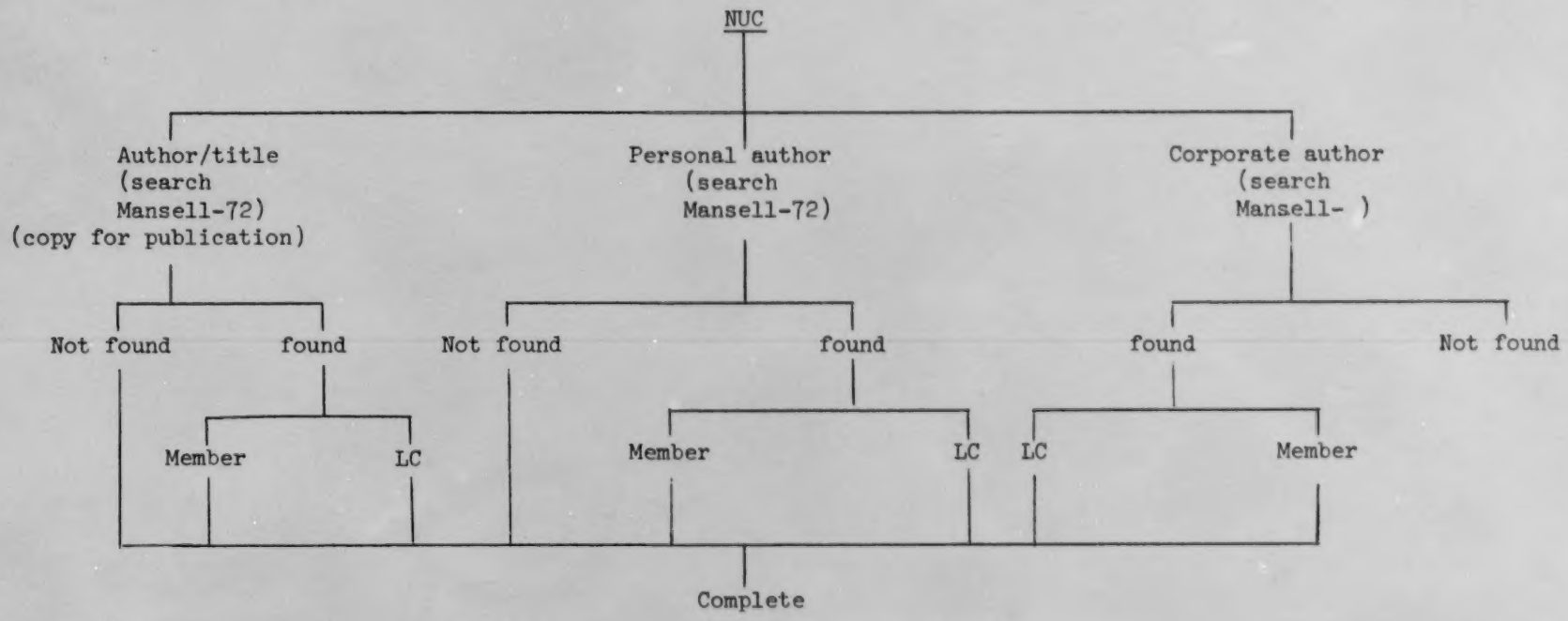
Print all copy found.

AUTHOR SEARCH: Monographs published before 1967



Record all searches and results on search slip
Print all copy found.

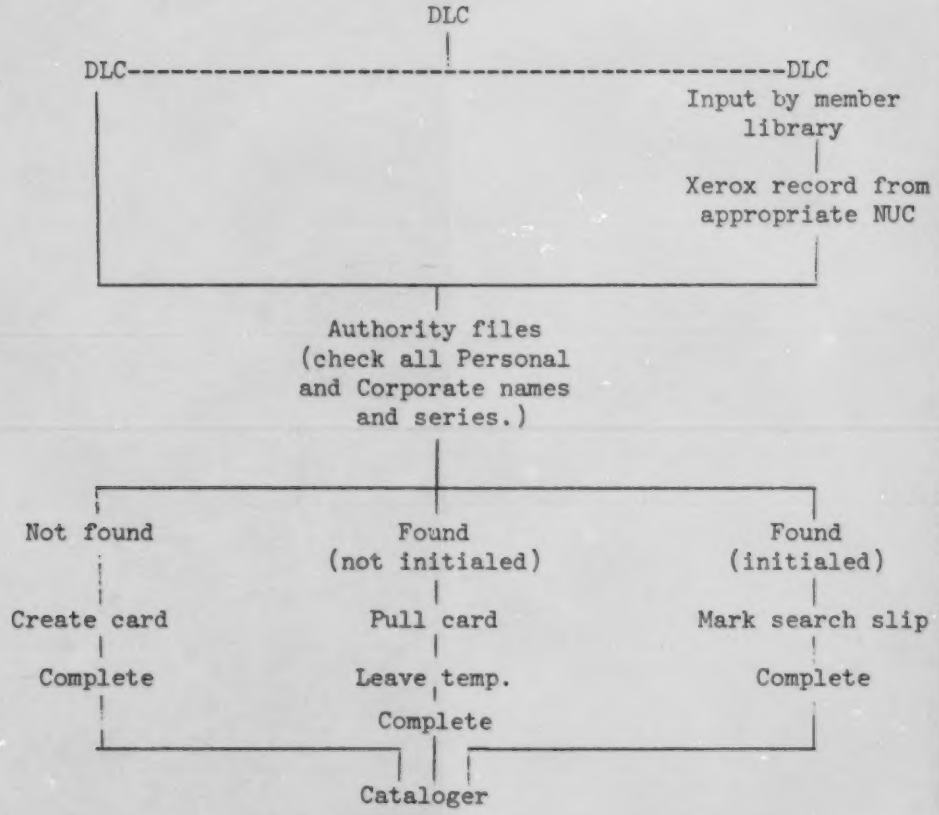
AUTHOR, AUTHOR/TITLE SEARCH: Monographs published before 1967



When applicable consider alternate forms of names.

Record all searches and results on search slip
Print all copy found.

DLC PROCEDURE



Record all searches and results on search slip
Print all copy found.

CATALOGING PROCEDURES

II. CATALOGER

A. If item is cataloged by a member library

1. Determines from search slip if additional searching is required to find bibliographic record and/or to verify names
   a. Asks searcher to do additional searching
   b. Cataloger does additional searching.

2. Cataloger prepares worksheet indicating changes and/or additions to OCLC record or makes changes on the OCLC record.

3. Cataloger establishes authority file control card (for specific guidelines, refer to the appropriate section of the manual).

4. Cataloger records statistics (for specific guidelines, refer to the appropriate section of the manual).

5. Cataloger sends worksheet and/or printout and search form to inputter.

II. CATALOGER

B. If item requires original cataloging (not found on OCLC)

1. Determines from search slip if additional searching is required to find bibliographic record and/or to verify names
   a. Asks searcher to do additional searching
   b. Cataloger does additional searching.

2. Cataloger prepares worksheet.

3. Cataloger establishes authority file control card (for specific guidelines, refer to the appropriate section of the manual).

4. Cataloger records statistics (for specific guidelines, refer to the appropriate section of the manual).

5. Cataloger sends worksheet with item and search slip to inputter.

III. INPUTTER

A. Adaptive inputting
   1. Receives adaptive worksheet and/or printout and item from cataloger
   2. Calls up OCLC record
   3. Makes changes and/or additions to OCLC record

DURING INITIAL TRAINING, INPUTTER PUTS RECORD IN SAVE FILE

(1) Reviser (documents cataloger) calls record from save file and revises.
(2) Reviser (documents cataloger) updates.
(3) Inputter proofs completed record and updates.
(4) Item returned to Documents with OCLC number recorded on item.
(5) Printout with or without workform filed according to OCLC number.
    Search slip discarded.
(6) Inputter records statistics.

III. Inputter

B. Original inputting

1. Receives original worksheet with item from cataloger.
2. Searches OCLC again to see if item has been input
   a. If item found, follows appropriate steps in searching procedures
   b. If no entry found for item
      1) Calls up appropriate workform and inputs the record

DURING INITIAL TRAINING, INPUTTER PUTS RECORD IN SAVE FILE

(1) Reviser (documents cataloger) calls record from save file and revises.
(2) Reviser (documents cataloger) updates and adds OCLC number to cataloger's worksheet.

3. Inputter proofs completed record and updates.

4. Record called back through reformat command.

5. OCLC number added to cataloger's worksheet.

6. Item returned to Documents with OCLC number recorded on item.

7. Workform filed by OCLC number.
   Search slip discarded.

8. Inputter records statistics.

NAME AUTHORITIES

NAME AUTHORITY SYSTEM

The establishment and maintenance of a name authority system present difficult challenges for the Title II Project. Currently, CSU Libraries does not maintain a unified file in which authority information can be found. Instead, there exist several primary sources of information: the NUC, the card catalog, the series authority file, the general reference file, and LC records in OCLC. Control information (the record of references made in the CSU catalog) is in most instances added to the tracings of a shelflist card. (Formerly, the control information was added to the tracings of the main entry.)

The Project Planning Staff concluded that a separate name authority system, particularly one for corporate names, is needed for the project. The question is how to create such a system in an efficient manner that permits the accuracy necessary for the project. The planning staff developed the following procedures to be used for the initial weeks of the project. During this initial period the procedures will be reviewed. Changes will be made as necessary and desirable.

Separate authority files in card format will be maintained for:
(for specific guidelines see appropriate section of the manual)

1. Corporate headings, conference names.
2. Personal names
3. Series (Main Entry)
4. Selected geographic and topical names

Cards will be created in-house by the project staff.

For the purposes of the project, control cards will include mostly x (see) and xx (see also) references, and where appropriate the history of the body. Cross reference cards will by typed from the control card. This authority file is for the project and will not be used by the public. (See appropriate section in the manual for guidelines.)

The control cards will be revised regularly and then sent to a I-B or hourly staff member for the typing of references and filing of all cards.

FIXED FIELD MEMOS

JANUARY 1979 - DECEMBER 1980

Fixed Field
CSU Project Memo no. 1
3/2/79

Illustration Codes

Illustration codes should be based on the entire collation statement. For example, if plates are mentioned in the pagination and a more specific type of illustration such as maps is given in the illustration section, both should be coded in the fixed field. This would apply even if all of the plates were maps.

JS

Fixed Field
CSU Project Memo no. 1 a
3/2/79

Contents: Use of the value 's' for statistics

The explanation for the use of this code given in Fixed and Variable Field Tags for Books is misleading. The code should be used when the work in hand consists of statistics only or statistics and text that comments directly on the statistics. The application of the code is much narrower than the explanation in Fixed and Variable...Because of the confusion, records in the data base will reflect a variety of interpretations. It is not necessary to re-do work already done for either illustration codes or contents.

JS

Government publication code

Please review the information on page 10 of Fixed and Variable Field Tags for Books. In the second paragraph, interpret the phrase "when in doubt" liberally. Assume that a formal distribution statement need not appear in the catalog record for the item to be coded as a government publication. In other words, the item may be coded as a government document even though the imprint reads [s.l.: s.n.]

If a publisher other than a federal agency appears in the imprint, the fixed field should be coded according to the body appearing in the imprint. This is a constraint of the OCLC system and need not be a reason for excluding an item from the Project.

JS

Ø35 FIELD

Delete the 035 field on an adaptive record.

CR

Ø9Ø FIELD

The cataloger should supply all blanks and delimiters in the appropriate places when recording the LC class number on the input worksheet.

Examplea: R737Ø≠bØ.A38
SH11Ø≠bØ.A3Ønø.Ø62

MSC

300 Field

Open entry monographic sets

Leave 5 blank spaces before v. in the 300 field.

This is based on LC practice as seen in current volumes of NUC. The same LC records in MARC format, however, show no spaces left before the "v."

NSC

505 Field

Incomplete contents note

Tag Ø for the 1st indicator.
Leave 5 blank spaces to indicate that a volume is missing.

This practice is incorrect according to Books: A MARC format where the first indicator is defined as describing the nature of the contents and not as a determination of whether or not the field will print. Due to an error in programming (according to BCR), this field will not print if the first indicator is "1". The question as to whether the field will print with a first indicator of "2" has not been examined.

NSC

74Ø FIELD

Use the value of one in the second indicator position in the 74Ø field. (Entries in the data base with the value of zero may be found.)

JS

DESCRIPTIVE AND SUBJECT CATALOGING MEMOS

JANUARY 1979 - DECEMBER 1980

Minutes of Project Staff meetings
CSU Project Memo no. 1
10/22/79

Methods of recording information discussed at Project Staff meetings will vary according to the type of meeting and information. One person will be designated on a rotating basis as the recording secretary for each meeting, and the guidelines below should be followed.

I. Meetings of Project Catalogers and Support Staff

A. Cataloging policies or procedures: Decisions made
1. Each decision should be recorded on a separate sheet of paper.
a. Each memo should contain the following information in the upper right hand corner:

Subject of the memo (and subheading if necessary)
"CSU Project Memo no. ___" (no. will be consecutive for each subject)
Date of meeting

b. Initials of the recording secretary should appear in the lower left hand corner after the text.
2. A draft of the memo(s) should be prepared and circulated among the staff for comments or approval.
3. A final copy of the memo(s) should be prepared and 11 (eleven) copies made. Distribution as follows: Project Staff, Mr. Schmidt, Mr. Stickman, Mr. Lindgren, Ms. Kruger, Project Manual.

B. Cataloging policies or procedures: No decisions made
1. The Senior Project Cataloger will keep a record of the subject and will put it on the agenda for the next meeting.
2. The Senior Project Cataloger may also assign a staff member to investigate the subject further and present the findings at the next meeting.

C. Topics of general discussion, announcements, etc.
1. If the topic is deemed important the recording secretary should make a note of it.
2. The note should be typed and filed in the Master file.
3. A copy should be sent to Mr. Schmidt.

II. Meetings of Project Catalogers and Mr. Schmidt

A. Minutes in the traditional sense should be taken by the recording secretary.

1. A draft of the minutes should be prepared and circulated among the Project Catalogers for comments or approval.
2. A final copy of the minutes should be prepared and 7 (seven) copies made. Distribution as follows: Project Catalogers,

Mr. Schmidt, Mr. Stickman, Master file. The Master file copy should be routed to the Support Staff before it is filed.

B. If any decisions are made concerning cataloging policies or procedures, the recording secretary should follow the procedures outlined in I. A. above.

Abbreviations
CSU Project Memo no. 1
4/17/79

County

Some confusion exists regarding the correct way to record the word "county" in corporate author headings and in subject headings. Conversations with GPO and BCR/OCLC provided the following background information. Library of Congress will now establish a new county with the word spelled out rather than abbreviated:

Larimer County, Colo.

However, for already-established county headings LC will continue to use the word in its abbreviated form:

Larimer Co., Colo.

GPO has adopted a blanket policy of spelling out the word. OCLC has advised that use of the word rather than the abbreviation is acceptable even if LC has already established the abbreviated form.

As a result, the policy for the Project cataloging will be to spell out the form whenever it is used in a corporate or subject heading. This applies regardless of LC's previous decision regarding the heading.

Larimer County, Colo.

Flood control - Colorado - Larimer County.

JS

Do not supply the designation "joint author" if the main entry is a corporate body. For example, if the main entry is a corporate body and one or more personal authors are being traced as added entries, do not add the designation.

JS

In the attached example, the term appendix is interpreted as supplementary material (see ALA glossary definition for supplement, no.1). Therefore the decision of how to catalog this appendix was based on the four options for supplements issued separately given in CSU memo no. 1 for "Suppls, addenda, etc."

The appendix was cataloged separately since the title differed substantially from that of the main work and did not meet the criteria for use of AA141F or AA155B (see CS, bull. 121, Spring 1977, p. 10).

The main and added entries and arrangement of data in the description were established according to LC's guidelines in CS, bull. 119, Fall 1976, p. 16. In the attached example which was very similiar to the first example on p. 16, the phrase Appendix III was omitted as subtitle, a note: "Appendix III to ..." was included, and an author/title added entry for the main work was provided.

To record the bibliographical relationship of the appendices in the cataloging for the main work (see AA143D4, p. 78), an optional note: "Appendices issued with distinctive titles." was included (500 field). An alternative note: "Appendices issued with distinctive titles and cataloged separately." could have been used in the 590 field.

JM

WATER AND RELATED LAND RESOURCES

SEVIER RIVER BASIN
UTAH
1969

COLORADO STATE UNIVERSITY LIBRARIES

Prepared by
UNITED STATES DEPARTMENT OF AGRICULTURE
Economic Research Service · Forest Service · Soil Conservation Service
In cooperation with
Department of Natural Resources, State of Utah

APPENDIX III

IRRIGATION WATER MANAGEMENT

SEVIER RIVER BASIN, UTAH

United States Department of Agriculture

Economic Research Service . Forest Service . Soil Conservation Service

June, 1976

OCLC:
Type: a Bib lvl: m Govt pub: f Lang: [illegible] Source: d Illus: bdf
Repr: Enc lvl: I Conf pub: 0 Ctry: [illegible] Dat tp: S M/F/B: 10
Indx: 1 Mod rec: Festschr: 0 Cont:
Desc: i Int lvl: Dates:

010		LCCN
040		Source (Necessary only if transcribing copy; if so, change fixed field source)
020		ISBN
041		Languages
043		Geog. Area Code [illegible]
049		Holding Library - COFV
050		LC Class # 082 Dewey class #
086		SuDocs Class # A 1.105: Se8/:n. 3
099		
1[illegible]	12	Main Entry [illegible]
		Uniform Title
245	10	Title Irrig[illegible]water management, Jerico River Basin, Utah
250		Edition
260	0	Imprint [illegible] [illegible], Economic Research Service, [illegible] 1976.
300		Collation v, 170, [3]3 leaves : ill., maps ; 28 cm.
4		Series
4		Series [illegible]
		Notes issued [illegible] to Water and related land resources, Jerico River Basin, [illegible]

GRANT:3-78

5.. -		Notes

Added Entries 6xx: Subject 7xx: Added Entry 740: Variant Title 8xx: Series Add. Entry

650	0	[illegible]
[illegible]	0	[illegible]
710	10	[illegible]
710	10	United States Forest Service
710	10	U.S. Soil Conservation Service
→		

Special Instructions

Input Mode & Command
CAT MODE/PRODUCE (Cards)____
CAT MODE/UPDATE (No Cards)____
RETRO MODE/UPDATE ____

Cataloger	Input by	Produced by
Date 3/16/79	Date	Date
	Saved under: COF/	Recat:

Cards To Be Corrected for COM Catalog

The Project will maintain a separate file for entries to be corrected for the COM CAT.

The card with the incorrect heading will be filed in the COM editing box. This card will include: the incorrect heading, below it the word USE in red, and the correct heading. It might include the date of publication, source and the cataloger's initials. It will include a red cross in the upper left hand corner of the card to differentiate it from other cards in case the card is filed in another box. This card will be typed by the cataloger.

incorrect heading

correct heading

X United States. National Defense University.

USE

National Defense University.

dp
[Source] [Cataloger's initials]

This card to be filed in the COM editing box.

For headings to be corrected in the COM CAT, an authority card will be typed by the cataloger with the appropriate cross reference(s). This card will be filed in the authority file.

National Defense University

x United States. National Defense University.

dp
[source] [Cataloger's initials]

This card to be filed in the authority file.

mcc

Authority File-Corporate
CSU Project Memo no. 3
10/2/79
(Replaces CSU Memo entitled
"Corporate heading memo no. 2")

PROCEDURE FOR CREATING CORPORATE AUTHORITY FILE

I. LC Verification

A. Used
1. Cataloger types authority card (see memo no. 4)
2. Cataloger checks card in red in upper right hand corner.
3. Cataloger places card in drawer for authority cards to be filed.
4. Student assistant types cross references if any.
5. Student assistant files the authority and cross reference cards above the rods (using LC filing rules).
6. Cataloger revises filing.

B. Not Used
1. Cataloger circles in red the heading on photocopy or print-out and initials it.
2. Cataloger places photocopy or print-out in Student assistant's box.
3. Student assistant types heading, and date of publication (from 260 field) only on card.
4. Student assistant returns photocopy or print-out with typed card to appropriate cataloger.
5. Cataloger checks typing.
6. Cataloger places card in drawer for authority cards to be filed.
7. Student assistant files the authority cards above the rods (using LC filing rules).
8. Cataloger revises filing.

II. Local Verification

A. Used
1. Cataloger types authority card (see memo no. 4).
2. Cataloger checks card in red in upper right hand corner.
3. Cataloger places card in box for locally established headings.
4. Catalogers revise heading and place in drawer for authority cards to be filed.
5. Student assistant types cross references if any.
6. Student assistant files the authority and cross reference cards above the rods (using LC filing rules).
7. Cataloger revises filing.

B. Not Used
1. Cataloger types authority card (see memo no. 4).
2. Cataloger places card in box for locally established headings.
3. Catalogers revise heading and place in drawer for authority cards to be filed.
4. Student assistant files the authority cards above the rods (using LC filing rules).
5. Cataloger revises filing.

CR

Authority File-Corporate
CSU Project Memo no. 4
10/2/79

INFORMATION APPEARING ON CORPORATE AUTHORITY CARDS

The following is a summary of information and its order on authority cards for corporate headings:

1. Heading
2. History (if applicable) } Combine on one card if possible
3. References (if applicable) }
4. Date of publication (year) used to establish heading
5. SuDocs no. of publication used to establish heading
6. Source of verification
   a. LC in NUC → date of NUC, checked ex. ✓68-72
   b. LC in OCLC → LC card no., checked ex. ✓75-52325
   c. OCLC LC Name Authority → LCNA, checked ex. ✓LCNA no. 78092061
   d. Local → dates searched, circle and control number ex. °56-79
7. Initials of cataloger establishing the heading
8. Date heading established
9. Other notes (if applicable)

See following example

CR

United States. Environmental Protection Agency.
Division of Oil and Special Materials Control.
(Washington)

see

United States. Environmental Protection Agency.
Oil and Special Materials Control Division.

✓

United States. Environmental Protection Agency.
Marine Protection Branch.

x United States. Environmental Protection Agency.
Oil and Special Materials Control Division.
Marine Protection Branch.

dp 1979
EP 1.57/4:Oc 2/3
phone call to EPA
056-79
DLCNA

BCS 7/7/80

United States. Environmental Protection
Agency. Office of Toxic Substances.

dp 1975
EP 1.2:T 755
✓73-77

CR/1-16-80

REFERENCES FOR CORPORATE AUTHORITY FILE

Make cross references for intervening bodies (including departments) when establishing a subordinate body.

Do not, however, duplicate a reference which has already been made (unless it is necessary because of the structure of the hierarchy).
For example:

United States. Forest Service.

x United States. Dept. of
Agriculture. Forest Service.

and:

United States. Forest Service.
Rocky Mountain Region.

not:

United States. Forest Service.
Rocky Mountain Region.
x United States. Dept. of
Agriculture. Forest Service.
Rocky Mountain Region.

CR

Authority File-Corporate
CSU Project Memo no. 6
10/2/79
(Replaces CSU Memo entitled
"Corporate heading memo no. 1")

HIGHER BODY NOT USED AT THE TIME SUBORDINATE BODY IS USED

If a subordinate body is being established and the higher body (or bodies) has not been established, the cataloger will establish the higher body (bodies) at this time.

Follow the procedure for LC or Local Verification NOT USED as outlined in memo entitled Authority File-Corporate, CSU Project Memo no. 3.

If a corporate name is found in the Authority File, but has not been used, searchers will record that the name is in the file, but is "NU" (not used).

CR

Corporate Body History Card

One history card should be made for one of the bodies being established (for either an LC or locally established body). A penciled note referring to that history card for more information should be written on the authority card for each name change.

Example of Authority work (history card with cross-references)for corporate bodies with name changes. NOTE: For the Project AF the history card and cross refs. will be combined as given in this example; this procedure deviates from standard AF and LC authority work practice as in LC Name Headings.

JM

United States. Army. Corps of Engineers.
Portland District.

In 1935 the Portland District split into t
First Portland District and the Second
Portland District; in 1937 the names of the
two districts were changed to Portland, Oreg
District and to Bonneville, Oregon District,
respectively. In 1941 the two districts
merged to form the Portland District.
Works by these bodies are entered under the
name used at the time of publication:

(see next card)

United States. Army. Corps of Engineers.
Portland District.
(Card

United States. Army. Corps of Engineers.
Portland District.
xx United States. Army. Corps of Engineers.
First Portland District.
xx United States. Army. Corps of Engineers.
Second Portland District.
xx United States. Army. Corps of Engineers.
Portland, Oregon District.
xx United States. Army. Corps of Engineers.
Bonneville, Oregon District.

See next page

United States. Army. Corps of Engineers.
Portland District. (Card 3)

x United States. Army Engineer District,
Portland.

see also information sheet in project's U.S. Organ. Chart Manual under entry for Corps' Portland Dist.

dp 1938
°56-79 JM/9-18-79

United States. Army Engineer District,
Portland.

see

United States. Army. Corps of Engineers.
Portland District.

JM/9-18-79

United States. Army. Corps of Engineers.
First Portland District.*

xx United States. Army. Corps of Engineers.
Portland District.

xx United States. Army. Corps of Engineers.
Portland, Oregon District.

*For history cd. see entry for: U.S. Army. Corps of Engineers. Portland Dist JM/9-18-79

See next page

United States. Army. Corps of Engineers.
Portland, Oregon District.*

xx United States. Army. Corps of Engineers.
Portland District.

xx United States. Army. Corps of Engineers.
First Portland District.

*For history cd. see entry for: U.S. Army. Corps of Engineers. Portland Dist. JM/9-18-79

United States. Army. Corps of Engineers.
Second Portland District.*

xx United States. Army. Corps of Engineers
Bonneville, Oregon District.

xx United States. Army. Corps of Engineers.
Portland District.

*For history cd. see entry for: U.S. Army. Corps of Engineers. Portland Dist. JM/9-18-79

United States. Army. Corps of Engineers.
Bonneville, Oregon District.*

x x United States. Army. Corps of Engineers.
Second Portland District.

x United States. Army. Corps of Engineers.
North Pacific Division. Bonneville,
Oregon District.

JM/ 79

*For history cd. see entry for: U.S. Army. Corps of Engineers. Portland Dist.

Sources used for verification of names of corporate bodies:

United States Government Manual. Washington, D.C. : Office of the Federal Register, National Archives and Records Service, General Services Administration.

United States Directory of Federal Regional Structure. Washington, D.C. : U.S. Govt. Print. Off.

Annual reports, organizational directories, etc. of agencies.

Other reference sources, (i.e. works written about the corporate body).

Phone calls to agency or organization.

Phone calls/letters to GPO/LC.

MCC

Authority File - Personal
CSU Project Memo no.1

1/18/79

Personal name verification

Personal name   LC Other   Date of publication of item Issuing body on piece Document number & class number & complete name as it appears on piece Search date

Searcher prepares authority card for the personal name:

1. Writes complete name as it appears on piece.

2. Writes publication date of item; issuing body; document class number & issue number; and complete name as it appears on piece; and date searched.

3. If finds LC name verification, writes down OCLC number next to "LC" on card.

4. If finds member copy verification, writes down OCLC number next to "Other" on card.
   a. If member copy name differs from name recorded on name authority card by searcher, then indicates varying form of name next to OCLC number. (see example 1)
   b. If several other member copies have not completed name, then writes down next to complete name as apoears on piece next to Document number & class number "other member entries". (see example 1)

5. If name verification on OCLC is member input, then searcher goes to NUC for LC verification.
   a. If finds LC verification, xeroxes information and attaches to card & records NUC date next to "LC" on card.
   b. If finds member copy verification, xeroxes information and attaches to card & records NUC date next to "Other".

6. When Cataloger catalogs item and decides to complete the name, she will complete it on top of card. (This is to indicate that this is the chosen entry and distinguishes the established name on top of card from the name found on issue (lower part of card). (see example 2)

Brown, J

LC
Other #3594119 Brown, Jerry

1976-78
U.S. Army Cold Regions Research & Engineering Laboratory
D 103.33/53:76-1 Brown, J (other member entries)
1/18/79

Example 1

Brown, Jerry

LC
Other #3594119 Brown, Jerry

1976-78
U.S. Army Cold Regions Research & Engineering Laboratory
D 103.33/53:76-1 Brown, J (other member entries)
1/18/79

Example 2

Authority File-Personal
CSU Project Memo no. 2
8/31/79

LC Verification

When an LC personal name entry has only initials for the forename but the person's name appears in full on the work in hand, the personal name should be established according to the LC entry. A cross-reference from the name in full to the LC entry should also be made.

When a work being searched has the author's name in full and the author could be the same as an established entry with initials only, then the searcher should record the SuDocs no. of each piece with the full author's name on the cross-reference card. If the searcher is unsure that the full name is the same as the LC entry then the cataloger should be alerted to the possible conflict.

JM

Authority File-Personal
CSU Project Memo no. 3
10/4/79

Personal name authority cards should be filed in the appropriate authority file as soon as searching is completed.

If the same name is searched before the original piece has been cataloged, the searcher will note "NU" (not used) in the appropriate place on the search slip.

SC

Authority Files-Temporary Slips
CSU Project Memo no. 1
10/30/79

TEMPORARY SLIPS

Project Staff should leave pink temporary slips in the Authority File whenever a card is pulled. The slip should include the heading and the person's initials.

LG

"Bibliographic data sheet, etc."
CSU Project Memo, no. 1
7/25/80

Do not record the "Report No." if it appears only on the "Bibliographic data sheet, etc.".

Do not record the "Performing Organization Name..." unless considered very important.

Prefer statements on the original title page to the same information contained in the "Sponsoring Organization Name..." area of the "Bibliographic data sheet, etc." Take the name of the "Sponsoring Organization" from the "Bibliographic data sheet, etc." only if it is the only possible source for an imprint (or if it is important to bring out the name of the agency in a note so it can be traced).

Record information in "Supplementary Notes" as a series statement (if appropriate).

NSC

CSU Publications
CSU Project Memo no. 1
10/2/79

CSU AS PUBLISHER

An added entry for CSU will be provided on cataloging records for all publications issued by CSU.

CR

Classification numbers-Serials
CSU Project Memo no. 1
9/23/80

If the most recent issue of a serial is shelved in the documents reference section (i.e. classed ".../REF"), and the earlier issues are shelved in the regular documents stacks, record the class number in the Ø99 field as ".../REF".

CR

Classification Numbers-Supp., Addenda, etc.
CSU Project Memo no. 1
2/20/79

The following memo is intended to clarify the procedure for recording the classification number of a serial or monographic set.

Input only the stem of the classification number. Do not input any additional information. Although the Monthly Catalog includes information regarding the numbering system of the title, our catalog will not include this information. If the publication has ceased, again input only the stem of the classification number. Do not input the numbering scheme itself, such as no. 1-43.

This procedure does not apply to class numbers for monographs or analytics.

This memo deals with classification numbers for supplements, appendices, and attachments.

A supplement, appendix, or attachment may have a distinctive classification number or it may have the classification number of the original work with an addition reflecting the supplement, etc.

A 1.10:B 68/supp.1
A 1.2:B 324/app.A
A 1.2:B 324/attach.A
A 1.2:B 324/2

Brackets may be used around numbers or letters on some of the pieces received from the Documents Department. Do not input brackets into the record.

Documents has attempted to use the same abbreviations. Be certain that any abbreviations (supp., app., attach.) used within a single stem are spelled the same way.

JS

Collation
CSU Project Memo no. 2
3/7/79

This memo replaces CSU memo no. 1 for the 300 field. Please discard the previous memo.

Subfields a and b

The function of the subfield a is to record the extent of the text (AA141B-C). Subfield b describes the nature of the illustrative material (AA141D).

The subfield a may include mention of plates, including a notation that the plates are folded. (AA141B4)

The illustration statement may also mention folded material. However, the circumstances under which the illustration statement would include such mention is much more restricted. AA141D3 reads "The fact that illustrative matter is printed on folded leaves is generally disregarded unless the folding is especially significant, e.g. a panoramic view."

In other words, folded material may be mentioned in the pagination without being mentioned in the illustration statement.

In applying 141B4 in constructing the pagination the cataloger need not mention folded leaves of text or plates if the work is bibliographically unimportant. GPO does include (fold.) for works of moderate or considerable length. Use judgment.

Do not correct any cataloging copy already completed. Apply to new cataloging.

JS

Contents notes
CSU Project Memo no. 1
6/23/80

Corporate body as author in contents note

When recording a corporate body as the author in a contents note, record it as it appears on the publication (rather than the established form).

CR

Corporate Bodies- Additions to Names (AA65-C)
CSU Project Memo no. 1
3/13/80

Qualifying nonconflicting corporate names

If need to qualify a corporate name because there is a conflict, or could be a conflict, consult AA 65A-C whether the body is governmental or non-governmental.

e.g. Title page: United States
Environmental Protection Agency
Environmental Research Information Center
Cincinnati, Ohio

Heading: Environmental Research Information Center, Cincinnati

If there is no conflict, and the name is a government body which has a national, state, provincial, etc. character, add the name of the political jurisdiction (country, state, province, etc.) in parenthesis, instead of the local place name.

e.g. Title page: National Health Center
Heading: National Health Center (U.S.)

Title page: John Brown National Health Center
Heading: John Brown National Health Center (U.S.)

NSC

Corporate Bodies- Incorporation (AA66E)
CSU Project Memo, no. 1
3/13/80

Inc.

1. Keep Inc in the heading whether preceded by a comma or not it the name does not make it clear that it is a corporate body.

   e.g. Title page: Wapora, Inc.
   e.g. Heading: Wapora, inc.

2. Inc is considered an integral part of the name if it is not preceded by a comma.

   e.g. Title page: Systems International Inc.
   Heading: Systems International Inc.
   e.g. Title page: Kirkham, Smith and Associates Inc.
   Heading: Kirkham, Smith and Associates Inc.

   Inc is considered a descriptive part of the name and not an integral part of the name if it is preceded by a comma.

   e.g. Title page: Holcomb Technology, Inc.
   Heading: Holcomb Technology.

Note: Never add Inc to a name if not included in the name.

NSC

Errata Sheets
CSU Project Memo no. 1
10/1/79

Errata should be cataloged as part of the original publication if possible.

Create a separate record if errata is lengthy and/or is received after the main work has been cataloged.

NSC

ISBD vs. Non-ISBD
CSU Project Memo no. 2
9/18/79

ISBD(M)

This memo supersedes ISBD vs. Non-ISBD (Adaptive cataloging) memo no. 1, dated 3/19/79 which should be discarded.

All original cataloging should be done according to Revised Chapter 6 ISBD(M).

All adaptive cataloging should be done according to Revised Chapter 6 ISBD(M).

EXCEPTION: DLC adaptive records which are in non-ISBD(M) need not be updated to ISBD(M) except the series statement portion, which must be in ISBD(M). Update the series statement to ISBD(M) in all instances, even though the remainder of the record in not in ISBD(M). Any series tracing will also be in ISBD(M).

NSC

If the probable place of publication is known, it may be given in brackets even though no place of publication appears in the piece. (AA137A)

The procedure for supplying a publisher from a source outside the piece is not as clear. However, if the publisher is known, it may be supplied in brackets. If the probable publisher is known, it may be supplied in brackets with a question mark. This technique may be useful if, in a series of documents, most but not all of the items have the same imprint and a few of the items have no imprint. If it is reasonable to assume those items without an imprint were issued by the same publisher as those with the imprint, a place and/or publisher may be supplied.

JS

Imprint-Publisher
CSU Project Memo no. 1
10/17/79

Abbreviation of publisher's name (AA 138D)

Publisher statement may (not must) be abbreviated in the imprint area, if it appears in the title and statement of authorship area. (see CSB no.1, Summer '78, p.6)

CSU will follow this CSB guidelines which is a change in the original AA 138D rule.

Exception: Do not abbreviate the name of the publisher if the abbreviated form does not clearly indicate to which body it refers:
e.g. If the statement of authorship has
... / prepared by the Dept. of Agriculture and the Dept. of Interior.

NSC

GUIDELINES FOR INPUTTING AND REVISION

1. Before inputting an original record into the OCLC data base, search the data base again for a matching record. If one is found, print a copy and return it with the piece to the cataloger.

2. Input the 049 field as COFV.

   This is very important. If inputting of the 049 is incorrect, it will not be possible to retrieve the record for the COM catalog.

3. Input the classification number in the 099 field. Check and double-check the accuracy of the inputting.

   This will be the only opportunity to verify the 099 field on-line. When the record is called back up from the data base, the 099 will not display for adaptive or for original records.

4. Input the remainder of the information on the cataloger's worksheet.

5. Delete all 035 fields from adaptive records. Do not include 035 fields in original records.

6. If using an adaptive record, check to see if an 086 field is on the record. If so, print a copy and return it with the piece to the cataloger.

7. Input all records in the RETRO mode. (This requires a special log-on authorization number.) Add all records to the archival tape whether adaptive or original through the RETRO mode.

   This is important. If the above procedure is not followed, CSU will be charged an FTU for adaptive records.

8. To add a record to the archival tape, use the UPDATE command. Do not use the PRODUCE command.

   This is important. If the above procedure is not followed, CSU will be charged for adaptive records and will receive cards for all records.

9. After an original record has been added to the archival tape, call the record back up through the rf (reformat) command. Record the OCLC control number in the appropriate space on the cataloger's worksheet. (During the revision process this should be done by the cataloger doing the revision.)

JS

SUBJECT: Additions and Corrections to Archival Tape and the Replace/Update Command

Several commands at the OCLC terminal will add a record to our OCLC archival tape. These commands are: Produce, Update, and Replace/Update.

The Produce command will add the record to the archival tape and generate catalog cards.

The Replace/Update command will add the record to the archival tape and permanently change the master record in the OCLC data base. No cards are produced. The Replace/Update command can be used only when the record in the data base has been input by us and has not been used by another library.

When a Produce or an Update command is given, all information appearing on the screen that has been sent to the computer will appear on the archival tape. This is not the case with the Replace/Update Command. When a Replace/Update command is given, local holdings information (049, 099, 590) is not transferred to the archival record even though the terminal operator may have added the information and it appears on the CRT terminal screen.

As a result, a Replace/Update command should never be the last command given when using a record in the data base. A Replace/Update command must be followed by either a Produce or an Update command. When the Produce or Update command is given, all local information and all other information must be present on the record, for it is this record which becomes the "official" record on the archival tape.

Below is an outline of the procedure to be used when correcting a master record in the OCLC data base (i.e., correcting original cataloging with only CSU holdings):

1. Call up the record; add and send the permanent correction, reformat to verify

2. Type REP at home position

3. Hit Update/Send

(Steps one to three update the OCLC data base; steps four to six are necessary to create an accurate entry for our archival tape.)

4. Call up record again, i.e., reformat at Home position (Correction added in steps one to three should appear.)

5. Add and send local information (049, 099, 590) and any other necessary additions, verify the additions through reformat

6. Hit Produce/Send or Update/Send as appropriate to add the record to the archival tape. (Project staff should use only the Update/Send command.)

The Replace/Update procedure cannot be used if another library has already used the record we input into the data base. If another library has used the record, then, for the purposes of our archival tape, follow the procedure below:

1. Call up the record, make corrections and add any local or other information required for an accurate archival record, reformat to verify these corrections and additions.

2. Hit Produce/Send or Update/Send as appropriate.

3. If the error warrants, file an OCLC error report on the record.

The first two steps of the above procedure should also be followed when changes are required to an LC or other-member OCLC record that we have used previously. Reasons for such changes include transfers, added copies, revised bibliographic information, alteration of a classification number, etc. Under such circumstances. step three may not apply.

SERIALS SUMMARY OF INPUT STANDARDS (Based on OCLC I-level standards with adaptations for Project)

R Required if available or if applicable
M Mandatory
SR System required
PR Project required

010 - If available on piece
011 - Disregard
015 - R
019 - Disregard
022 - R
025 - Do not input
030 - R
035 - Delete all information in 035
037 - Do not input
040 - M (CSU symbol automatically supplied for new records)
041 - M if applicable (if only "eng" omit field on worksheet; fixed field provides info)
043 - R
045 - Do not input
049 - SR
050 - R (input if on piece)
055 - R
060 - R
070 - Disregard
071 - Disregard
072 - Disregard
073 - Disregard
074 - Disregard
080 - Disregard
082 - R
086 - Assume that we will put the number in 099
089 - Do not input
090 - Input LC call no. of LC records in NUC
091 - Disregard
092 - Disregard
096 - Disregard
098 - Disregard
099 - PR

245 -
210 - Disregard
212 - Disregard
222 - R if available
247 - Follow successive cataloging practice
350 - Do not input
506 - Optional
510 - Do not input
512 - Disregard
530 - Disregard
547 - Follow successive cataloging practice
570 - Optional (used at cataloger's discretion)
590 - Use
760's - Follow OCLC guideline
870 - DO NOT USE
871 - DO NOT USE
872 - DO NOT USE
873 - DO NOT USE
936 - DO NOT USE

OCLC:		Rec stat: SS	Entrd: SS	Used:
Type: SS	Bib lvl: SS	Govt pub: PR	Lang: SR	Source: M S/L ent:
Repr: M	Enc lvl: SR	Conf pub: PR	Ctry: PR	Ser tp: M Alphabt:
Indx: O	Mod rec: M	Phys med: M	Cont: O	Frequn: SR Pub st: M
Desc: M	Cum ind: O	Titl pas: O	ISDS: ø	Reglr: M Dates: M

O - Optional (supply information if available from piece)

MONOGRAPHS SUMMARY OF INPUT STANDARDS (Based on OCLC I-level standards with adaptations for Project)

R Required if available
M Mandatory
SR System required
PR Project required

010 - If available on piece
011 - Disregard
015 - Required
017 - Do not input
019 - Disregard
020 - R
025 - Do not input
035 - Delete all information in 035 (specially applicable to serials)
037 - Do not input
040 - M
041 - Mandatory if applicable
043 - PR
045 - Do not input
049 - System required
050 - R
051 - Disregard
055 - R
060 - R
070 - Disregard
071 - Disregard
072 - Disregard
073 - Disregard
074 - Disregard
080 - Disregard
082 - R
086 - Do not input
089 - PR
090 - Input LC class number from NUC
091 - Disregard
092 - Disregard
096 - Disregard
098 - Disregard
099 - PR - input number in 099

245 - Follow AACR practice. Will not follow local CSU practice
265 - Disregard
350 - Do not input
400, 410, 411 - Use these fields for adaptive cataloging. Do not use them for original cataloging
503 - Follow LC practice
505 - Follow LC practice
506 - M if applicable
520 - Disregard
590 - Use
652 - Disregard
690, 691, 692, 693, 694, 695 - Do not use at this time for monographic cataloging
910 - Disregard

OCLC:					Used:
Type: a	Bib lvl: m	Govt pub: PR	Lang: SR	Source: M	Illus: O
Repr: M	Enc lvl: SR	Conf pub: PR	Ctry: PR	Dat tp: M	M/F/B: O
Indx: O	Mod rec: M	Festschr: O	Cont: O		
Desc: M	Int lvl: M				Dates: M

- Optional (supply information if available from piece)

LC Cataloging Copy/Transcription
CSU Project Memo no. 2
9/12/79

OFFICE MEMO

Date

TO: Copeland, Godden, Lindgren, Moon, Schmidt, Smith, Wessling

FROM: J. Stickman

SUBJECT: Project use of LC Copy

REMARKS: This memo supercedes LC Cataloging Copy/Transcription, CSU Project memo no. 1, dated 7/9/79 which should be discarded

The Project catalogers have begun to process materials for which Library of Congress cataloging copy exists, either in the OCLC data base or in the National Union Catalog. As a result, OCLC records with COF holdings may appear to have been used at CSU Libraries for items classed in LC when in reality the items have been classed in Sudocs. The following paragraphs attempt to clarify the problem.

Since the Project began, the Project catalogers have adapted other-member OCLC records. The resulting master record includes COF in the holdings and in all probability a class number in the Ø9Ø field (Local Call Number--LC type) even though the item at CSU is in Sudocs. As Project Catalogers process LC copy, the frequency of this kind of situation will increase as described below.

When an LC record is found in the OCLC data base, the Project catalogers will adapt the record as necessary and add it to the archive tape through the update function. The COF holding symbol will then appear on the master OCLC record as will an LC call number in the Ø5Ø field (LC Call Number)(in most instances) even though the item is in Sudocs at CSU. There is no way to determine the CSU location from the master OCLC record itself.

When LC copy is found in the NUC and no OCLC record exists, the Project catalogers will not transcribe the NUC copy for input into the OCLC data base. (If such copy were transcribed, the resulting Ø4Ø field (Cataloging Source) would read: DLC ≠c COF.) Instead, Project catalogers will prepare a local record. This will enable easy upgrading of the record to current cataloging practices. BCR has reported that this is an acceptable procedure. However, in such instances BCR requests that the inputting library add the LC call number on the NUC copy to the Ø9Ø field of the machine-readable record. The Ø4Ø of the resulting OCLC master record will read: COF ≠c COF. Although this would appear to be a record for a CSU item in the LC classification, it is instead a Project item in the Sudocs classification. Again, there is no way to determine the CSU location from the master OCLC record.

Project staff will continue to maintain a file of all cataloging worksheets from the Project in OCLC control number sequence. Use of this file will allow one to determine if an item has been cataloged through the Project once the OCLC control number is known.

The number of items involved in the above procedure is small but may be significant in terms of item retrieval.

LCNA
CSU Project Memo - no. 1
3/28/80

667 field

If an LC Name Authority entry contains a 667 field (scope note) listing corporate bodies or subdivisions which have not been used as headings, it means that the bodies or subdivisions listed were not established by LC when the works on which they appeared were cataloged, according to cataloging practice at the time.

Catalogers may establish the bodies or subdivisions listed as needed, according to the rules.

For example, LCNA 79022809, United States. National Park Service. contains a 667 note stating, "The following subdivisions have not been used as headings:" The subdivisions listed may be established according to the rules, even though these same subdivisions appeared in the 1976 LC Name Headings books as cross-references.

BCS

This work is one of scientific research authored by four personal authors (none of which are the principal author as determined by the typography and the preface). Therefore apply AACR 17A1 (3d sentence).

Since the work is of 4 authors then consider if the publication is "issued by or bears the authority of a corporate body" as explained in LC's Rule interpretations . . . for AACR 17(1) (4th paragraph). This work does bear the corporate authority.

Then apply LC's Rule interpretations . . . AA17 (2) (see paragraph 2 under "Works of scholarly investigation or scientific research" which says: "If there are more than 3 personal authors prominantly named and the work in hand represents a monograph on a subject(a single report), enter under the body as a work of corporate authorship. (NOTE: also see last example under AACR17A1 (p. 35) for Public water supplies . . .)

The main entry, title and statement of authorship and imprint for this work would be:

United States. Army Cold Regions Research and Engineering Laboratory, Hanover, N. H.
Skylab imagery: application to reservoir management in New England / H. L. McKim . . . [et al]
prepared . . . by Corps of Engineers, U.S. Army Cold Regions Research and Engineering Laboratory.-Hanover, N. H. : CRREL, 1976.

(NOTE:) Prepared for National Aeronautics . . .

See accompanying page.

JM/2-6-79

SR 76-7

Special Report 76-7

LIBRARY
Colorado State University
Fort Collins, Colorado 80523

SKYLAB IMAGERY:

Application to Reservoir Management in New England

H.L. McKim, L.W. Gatto, C.J. Merry
and R.K. Haugen

September 1976

Prepared for
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
and
NEW ENGLAND DIVISION, CORPS OF ENGINEERS
by
CORPS OF ENGINEERS, U.S. ARMY
COLD REGIONS RESEARCH AND ENGINEERING LABORATORY
HANOVER, NEW HAMPSHIRE

Approved for public release; distribution unlimited.

Main Entry
CSU Project Memo no. 2
2/6/79

Determination of main entry where the author (corporate or personal) is not mentioned in the Primary Source of Information according to AACR chapter 6 and updates.

The determination of main entry should not be influenced by chapter 6. The determination of main entry should be according to AACR entry rules.

In regard to personal authors, it is possible that the main entry may be a personal author while the author statement containing that personal author is in brackets. (See the accompanying example.) In this instance the personal authors are named in a "prominent position". According to LC RI 17 A, an author is considered to be in a prominent position if named on the title page, front cover, half title, verso of title page, colophon, or caption title.* These authors are named in a caption title. However, according to AACR chapter 6, rule 134 D 1, the authorship statement is bracketed, since the caption title is not being used as a substitute for the title page for the purposes of description.

Therefore

Ward, James D
Evaluation of southern pine beetle infestations on the Tusquitee Ranger District, Nantahala National Forest, North Carolina/ǂc [by J. D. Ward, R. F. Bassett, and E. T. Wilson] .

See accompanying xeroxed pages.

*The bibliographic data sheet is now also included in this list. (See RI AA17 Rev. Aug. 1979)

Report No. 70-1-51

June 1970

5230

EVALUATION OF SOUTHERN PINE BEETLE INFESTATIONS ON THE TUSQUITEE RANGER DISTRICT, NANTAHALA NATIONAL FOREST, NORTH CAROLINA

U.S. FOREST SERVICE
Asheville, North Carolina

U. S. DEPARTMENT OF AGRICULTURE - FOREST SERVICE
SOUTHEASTERN AREA, STATE AND PRIVATE FORESTRY
DIVISION OF FOREST PEST CONTROL

Report No. 70-1-51

June 1970

5230

EVALUATION OF SOUTHERN PINE BEETLE INFESTATIONS ON THE TUSQUITEE RANGER DISTRICT, NANTAHALA NATIONAL FOREST, NORTH CAROLINA

By

J.D. Ward, R.F.Bassett and E.T. Wilson

U. S. Forest Service
Asheville, North Carolina

ABSTRACT

A biological evaluation of southern pine beetle, *Dendroctonus frontalis* Zimm. infestations was conducted on 406,527 acres within the boundaries of the Tusquitee Ranger District, Nantahala National Forest in May 1970. Results of this survey indicated 12.5 ± 11.5 (90 percent confidence limits) infested trees per M acres host type with a rapidly expanding beetle population. Removal of infested timber should continue in order to reduce timber losses and the beetle population.

INTRODUCTION

During 1969, the outbreak of the southern pine beetle, *Dendroctonus frontalis* Zimm. on the Tusquitee Ranger District of the Nantahala National Forest increased in area and intensity. The level of infestation was expected to increase in 1970 but due to a period of sub-zero temperatures in January, heavy mortality of the southern pine beetle occurred in this area (Flavell *et al.*, 1970). An evaluation of the extent of the mortality conducted by the Asheville Office, Division of Forest Pest Control revealed an estimated 95 percent reduction in the beetle population and a decrease in the destructive potential of this pest for 1970.

Notes-Bibliography
CSU Project Memo no. 1
2/20/79

Certain possibilities exist regarding the citation of a bibliography that are apparently not covered by AA141B and 148B nor explained by LC RI. Therefore, the cataloger must exercise special judgment in recording the pagination of a bibliography in both the collation and the bibliography note.

Try to follow AA141B and 148B in so far as is possible.

If this does not result in a citation allowing the inclusion of pagination, then use the note: Includes bibliography. This note is not in accordance with AACR.

JS

Notes-Cover Title and On Cover
CSU Project Memo no. 1
3/5/79

Cover title

The note--Cover title.--is used to indicate the chief source of cataloging when a cover title is used as such.

When a title appears on the cover different from that on the title page, the following note may be used:

Cover title: [The different title.]

On cover

If there is information on the cover to be recorded in the bibliographic record as it appears, and the information is not a cover title; the cataloger may record it using the following note, if no other appropriate note applies:

On cover: [Other important information.]

(Brackets are not used in the actual notes.)

JS

Personal Name
CSU Project Memo no. 1
11/28/79

Fullness of personal name:

If the forenames in the personal names are established with initials, add a period following the initials instead of leaving 8 spaces.
Follow OCLC Technical Bulletin 52 punctuation and spacing.

NSC

Photoreproductions
CSU Project Memo no. 3
6/2/80

This memo supersedes Photoreproductions, CSU Project Memo no. 2, dated 9/4/79, which should be discarded.

The note "Photocopy" should be used only if the cataloger is sure that the publication being described is a reproduction of the original edition.

The note "Photocopy" should not be used if the publication being described is the only way the item was issued, e.g. copies from typewritten scripts which were never issued in another form.

In case of doubt, do not use the note "Photocopy". Tag "Photocopy" note as 500.

If some of the text or illustrations are illegible, add that to the photocopy note:

e.g. 500 Photocopy: some notes illegible.
or 500 Photocopy: leaves 4-6 illegible.

EXCEPTION: The exception to this guideline is National Technical Information Service (NTIS) publications. These publications should be cataloged as original editions, since this is the only way they are available. Therefore the note "Photocopy" would not apply. This is in accordance with GPO practice.

Follow AACR 1S6 for publications which are reproduced with "2 p. on 1".

NSC

Projects, Programs, etc.
CSU Project Memo no. 1
5/25/79

Projects, programs, studies, etc. present difficult problems regarding the establishment of the name as a corporate author. Use of such names as a subject heading presents fewer difficulties. This memo addresses both uses.

PROJECTS

The Library of Congress generally does not consider a project to be capable of corporate authorship and does not create main or added entries for projects.

LC does, however, create subject headings for project names.

Project names will not be searched routinely in the OCLC data base or the NUC. The cataloger will initiate such searching if desired.

If searching of the NUC and/or OCLC produces an LC-established form of the project name, use that form of the name. If LC has used the name as a main or added entry, use that form as author or subject, tagging the heading as 11Ø, 61Ø, or 71Ø as appropriate.

If the cataloger determines from the piece that the project has corporate status, an additional search may be requested. If LC has not established the project as a main or added entry, the name may be established locally as a corporate author. Tag the heading as 11Ø, 61Ø, or 71Ø as appropriate.

STUDIES & PROGRAMS

The Library of Congress considers studies and programs to be capable of corporate authorship.

Studies and programs will be routinely searched in OCLC and/or the NUC.

If the name has been used by LC as a main or added entry, use the name as an author or subject using the codes 11Ø, 61Ø, or 71Ø as appropriate.

If LC has not established the program or study as a corporate author, it may be established locally if there is evidence in the piece (s) in hand to show that the program or study has its own staff. Once the name is established locally, it may be used as an author or subject using the codes 11Ø, 61Ø, or 71Ø as appropriate.

If the study or program cannot be established as a corporate author, it may be established as a topical subject according to the provisions given under "Projects."

CODING OF SUBJECTS

LC is not consistent in its coding of the above types of names as subjects. If it were, additional information could be obtained from the subject codes. For our cataloging follow the above guidelines. Inconsistencies in the use of a 61Ø versus 65Ø will not affect the subject index.

CSU Project manual
Projects, Programs, etc.
Memo No. 1
5/25/79

AUTHORITY CARDS

Authority cards for projects, programs, studies, etc. will be kept in a separate file. Indicate on the card the tagging code used for the first item cataloged (i.e., 11Ø, 61Ø, 65Ø, 71Ø). Use of the 11Ø, 61Ø, or 71Ø code indicates that the name has corporate status. Use of the 65Ø code shows that the name has been used as a topical subject. List sources consulted.

If, at a late time, it is discovered that a name established as a topical subject has corporate status, the name may be established as such with appropriate changes to the authority card. No attempt will be made to correct subject coding of already-existing records.

PLANS

Treat "plans" according to the provisions for projects.

JS

Rush Processing
CSU Project Memo no. 1
10/4/79

RUSH CATALOGING

Documents Dept. catagorized 2 types of RUSH items to be cataloged as follows:

1. Items to be processed and returned within a week
2. Super RUSH items to be processed and returned within 48 hours.

These items will be flagged RUSH with a pink slip and will be given to Senior Project Cataloger to be sure the items are processed within the requested time limit.

RUSH SEARCHING

Rush searching that is completed should be routed back to the catalogers.

Additional searching requests should be returned to the person who originally searched them, unless it is a RUSH and that person is absent.

RUSH INPUTTING

Rush inputting will be given to inputter for immediate inputting.

After the record has been updated, the item will be placed on student assistant's desk to be numbered and returned to Documents Department.

TSC

Searching-Corporate Names
CSU Project Memo no. 1
8/2/79

RECORDING OF INFORMATION ON SEARCH SLIP

Searchers must record entries verified in the Authority File EXACTLY as the authority file shows them. Abbreviations are permitted ONLY in the following cases:

U.S.
Dept.
Div.

Punctuation must be copied exactly as it appears on the authority file cards.

LG

Searching-Corporate Names
CSU Project Memo no. 2
8/2/79

Corporate bodies not searched:

Names of U.S. states, counties, and cities will not be searched on OCLC or in NUC. Such names will be searched in the Authority File, and authority cards will be prepared for them as needed by the catalogers. These will be recorded in the statistics as locally established bodies. States, counties, and cities in foreign countries will be searched as usual.

LG

Serials - Generic Titles
CSU Project Memo no. 1
5/2/80

A publisher statement on a serial may serve a dual purpose as both publisher statement and, when necessary, a statement of responsibility. Following this guideline, the attached item would be cataloged as:

```
110    Colorado. ≠ b State University, Fort Collins. ≠b Office
         Resources for Disabled Students.
245    Newsletter -- Office of Resources for Disabled Students.
260    [Fort Collins] ≠ b Office of Resources for Disabled Students.
500    "Resources for disabled students at Colorado State University."
```

Because the publisher statement may serve this dual role, it is not necessary to bracket either the statement of responsibility or the publisher statement.

If no statement had appeared on the title page or chief substitute, then the information would be taken from elsewhere in the piece and placed in brackets.

The above information applies only to serials.

JS

NEWSLETTER

RESOURCES FOR DISABLED STUDENTS

AT COLORADO STATE UNIVERSITY

November, 1978 Volume 1, Number 1

Published by the Office of Resources for Disabled Students

RESOURCES FOR DISABLED STUDENTS AT COLORADO STATE UNIVERSITY: POLICY STATEMENT

Today, when we cannot afford to neglect any of our human resources, the disabled have been too often neglected. We at Colorado State University believe that every member of society has the right to an education commensurate with his or her ability and interests. With this in mind, Resources for Disabled Students was established within the Student Relations Office in the Fall of 1977.

The Office of Resources for Disabled Students is the coordinating body which disseminates information concerning services available to students with disabilities. The Office acts as an advocate for disabled students at the University--surveying the needs of these students and developing programs to meet those needs.

We believe in keeping abreast of change and hope to continually revise and add to the services and facilities we have available. Thus, this newsletter is designed to inform administrators, faculty and disabled students at CSU of services and programs that may be valuable to you.

MAY WE BE OF SERVICE TO YOU?

Personnel working in the Office of Resources for Disabled Students include Roberta Goldfarb, Coordinator, whose office is located in Room 116, Student Services Building. Patty Hartman serves as the secretary (and as a good information resource) and Bill Dimock and Terri Bourne are student paraprofessionals affiliated with ORDS. Linda Carucci, editor of this newsletter, is a graduate student completing a practicum in the office. We are here to address your needs and facilitate your sojourn at CSU. We are here for YOU!

PRIORITY REGISTRATION FOR CLASSES

In order to insure that disabled students become registered for classes, a system of Priority Registration has been established. To participate in this program, you must see Roberta Goldfarb and fill out a request card stating the reason for your request for priority registration. The card should then be signed by Roberta and your advisor.

Notes which refer to other publications (780/785 and 580 fields).

In project serial catalog records, the notes which refer to other publications should cite the publication according to main entry. This practice will deviate from LC's which says that the other publication should be cited by its key title and ISSN if readily available. (See CS,b 117/Spring '76, p. 9 and CS,b 119/Fall '76, p. 13-14.)

An attempt should be made to input original serial records with linking fields and notes according to the CONSER guidelines (see CONSER Serials Editing Guide, 2d ed., pp. 369-382) until a decision has been made as to whether or not the CONSER guidelines will be followed by the Project.

JH

Notes which refer to other publications

NOTE: For general information regarding this subject, please refer to the first "Serials - Linking entry fields" memo before attempting to follow the guidelines for the specific example below.

This memo provides guidelines for input into the linking entry fields in successive entry cataloging when the former title has:

1. LC cataloging available according to pre-ISBD, e.g.: Migratory Bird Populations Station. Administrative report. (72-624977, NUC 1973-77)

but

2. the OCLC data base record (#2250456) does not have LC authentication nor an authenticated key title and ISSN

For Project cataloging, the former work must be cited in the linking entry note on the record for the later work according to the main entry for the Project's catalog record(which in this case is: Migratory Bird Populations Station. Administrative report - Migratory Bird Populations Station). Therefore, the Project's catalog record for the later title will have the following linking entry fields:*

580 ⊭⊭ Supersedes: Migratory Bird Populations Station. Admiinistrative report - Migratory Bird Populations Station.

780 12 ⊭t Administrative report - Migratory Bird Populations Station.

*See CONSER's MARC Serials Editing Guide, 2d ed. p. 372, III 2c. for a similiar ex.

NOTE: The CONSER manual provides additional guidelines related to the above specific example of the Project (see p. 372, III 2d) which may be applied optionally by Project catalogers.

In step III 2d, the first example is very similiar to the Project's example. Since the LC form of entry for the related (former) work is known at the time of the Project's input of the later work, the LC cataloging entry form could therefore be input on the OCLC master record and then updated with the Project's form of entry for the related work. Steps to input LC cataloging entry form for the related work in the linking entry fields on the Project's record are given below:

1. Input in linking entry fields: (to appear on OCLC master tape)

   580 ⊭⊭ Supersedes: Migratory Bird Populations Station. Administrative report. (LC form)

   780 12 ⊭t Administrative report - Migratory Bird Populations Station

2. Update/Send
3. Reformat

4. Input in linking entry fields: (to appear on Project's archival tape)

580 ~~bb~~ Supersedes: Migratroy bird Populations Station.
Administrative report - Migratory Bird Populations Station.

780 12 ~~ft~~ Administrative report - Migratory Bird Populations Station

JM

Serials-Worksheets
CSU Project Memo no. 1
10/2/79

A copy of the cataloging record for every serial cataloged for the Project will be kept in a notebook in the Project reference area.

A copy of each serial record must also be sent to Documents Dept. so that the record will be included in Serials Book Catalog.

At the time of inputting the LA1Bs will make a copy of the record from the terminal after the record has been reformatted (i.e. the OCLC no. and Sudocs class no. must appear on the record). The LA1B will then make certain that the proper number of copies are made and returned with the original to the appropriate cataloger. The cataloger will then distribute the copies.

The serial worksheet for analyzed serials will be filed immediately after inputting the serial record. (This will hopefully avoid confusion of the OCLC no. for serial and analytic on the first issue).

CR

Series statement
CSU Project Memo no. 1
4/11/79

Please note that a series statement need not appear on the piece in hand in order to be included in the bibliographic record. (AA142A) If supplying a series statement from an outside source, record the statement exactly as it appears on the series authority card. Enclose in brackets and tag 440.
For the needs of the Project, LC cataloging practice will not be followed in regard to the decision to record series information as a series statement or as a quoted note. The Project will use a greater number of series statements. This is especially true of series information that consist of a combination of letters and numbers. The Documents Librarian will supply a recommendation regarding the treatment of such items (i.e., 490 or 500). If further information is needed, consult the Documents Librarian. This departure from LC practice does not affect the decision to trace a series.

A series authority card must be prepared regardless of whether the decision is to use a 490 or 500. The card should indicate the decision. If the series is not traced and consists of letters and nos., use title main entry on the series authority card, including author-title see references as appropriate. For other series authority cards use author or title main entry as appropriate.

Record a series statement in a 490 as it appears on the piece. However, if there is doubt as to how the statement could be recorded and one of the options is to record the statement as it appears on the authority card, do so.

This divergence from LC practice will create more 490 entries. When the COM catalog is produced, a special section of the index will include access points based on the 490 field. Although these access points will not be consistent in all instances, the approaches provided will still be of value for those seeking access to government documents.

This procedure does not eliminate the use of the 440 or 840 fields. Obviously, a series traced as is should be recorded in a 440. A 490 is not necessary.

See following example

JS

AUTHORITY CARD EXAMPLE
SERIES

United States. Institute for Water Resources.
Center for Economic Studies.
Center paper - Center for Economic Studies
of the Institute for Water Resources ; 70-1.

x United States. Institute for Water Resources.
Center for Economic Studies.
IWR center paper.

x Class together D 103.57/2
_ Class sep
x Analyzed
_ Analyzed in part
_ Not analyzed
x Traced
_ Not traced

CR/5-8-80

Series Statement
CSU Project Memo no. 2
4/22/80

I. Initial Article in the Series Statement

Omit the initial article in the series statement when recording the title in the 490 field and in the 810 field subfield t.

e.g. Title Page: The symposia of the National Zoological Park ;

490 1ǂ Symposia of the National Zoological Park ;

810 1ǂ Washington, D.C. National Zoological Park.
ǂt Symposia of the National Zoological Park ;

II. Numbering in the Series Statement

Replace the "#" sign with "no." in all instances in the series statement and on the series authority card.

NSC

Works in several volumes

If a work in a numbered series is in several volumes, the series volume numbers are given in the following manner:

1. Unbroken sequence in the series numbering:

```
099  I♭33.2:620,etc.
440  ;♭no.♭620,♭621,♭622
490  ;♭no.♭620,♭621,♭622
810  ;♭no.♭620♭etc.
840  ;♭no.♭620♭etc.
```

2. Broken sequence in the series numbering:

```
099  I♭33.2:740,etc.
440  ;♭no.♭740,♭743,♭749
490  ;♭no.♭740,♭743,♭749
810  ;♭no.♭740♭etc.
840  ;♭no.♭740♭etc.
```

NSC

Statistics
CSU Project Memo no.1
2/20/79

Confusion may exist regarding the recording of extra bibliographic volumes. This memo will attempt to clarify the situation.

A serial or monographic set may consist of several bibliographic volumes. The bibliographic (not the binding) volumes should be counted in one of the following ways:

1. A serial or monographic set which is not analyzed.
   Count one title cataloged. (This one title cataloged will also be considered one bibliographic volume cataloged. Do not record as such.)
   For each additional bibliographic volume, count one extra bibliographic volume.

   For example: The item consists of eight bibliographic volumes. Count one title cataloged and seven extra bibliographic volumes.

2. A serial or monographic set which is analyzed.

   (In cataloging the serial; count one title cataloged and count a minus one extra bibliographic volumes.) ?

   In cataloging each analytic; count one title cataloged. If there are extra bibliographic volumes for the analytic, count those in the extra bibliographic volumes column. (Normally, there will be only one piece, and as a result the statistic recorded will be one title cataloged.

3. A monograph
   In cataloging the monograph; count one title cataloged. Any additional bibliographic volumes should also be recorded.

Miscellaneous

1. If addenda or supplements, issued separately, are cataloged with one bibliographic record for the original work and the supplements, consider the item to be one bibliographic volume.

2. If a serial is not analyzed at the time the bibliographic record for the serial is created, then count all extra bibliographic volumes at that time even if a notation is made to analyze the serial at a later date. (If the analytic entries are prepared at a later date, then at that time each item should be recorded as one title cataloged and a minus one bibliographic volume.)

JS

Statistics
CSU Project Memo no.3
7/9/79

This memo replaces statistics memo no. 2, 4/11/79

To avoid discrepancies in the count of bibliographic volumes please follow the procedures below in recording statistics for serials and sets:

1. Serial or set--not analyzed.

Record as one serial or monograph title cataloged as appropriate. (The one title cataloged also represents one bibliographic volume cataloged.)

Record the number of extra bibliographic volumes.

In the case of a serial (including periodicals) not capable of analysis, record the extra bibliographic volumes in one of the following ways. If the pieces have volume numbering, consider each volume a bibliographic volume. If the pieces have whole numbering (no. 1, 2, 3, etc.) or no numbering, consider each year's worth as one bibliographic volume regardless of the number of pieces issued during the year.

In all cases, remember that one bibliographic volume cataloged has already been recorded through the one title cataloged.

2. Serial or set--analyzed.

Record as one serial or monographic title cataloged as appropriate. In addition, record one minus bibliographic volume cataloged. This eliminates the double counting of one volume that would otherwise occur when the analytic cataloging is done.

3. Retrospective Analytic Cataloging.

As yet no retrospective or backlogged analytic cataloging has been done. If it is, a minus one bibliographic volume will be recorded for each analytic title cataloged, since the bibliographic volumes will already have been recorded per procedure 1.

JS/lg

Statistics
CSU Project Memo no. 4
10/18/79

ORIGINAL VS. ADAPTIVE RECORDS

When the inputters discover that an original record is alrcady in the data base, they will count the record as adaptive although the cataloger will have recorded the same record as original.

LG

Subject Headings-Abbreviations
CSU Project Memo no. 1
7/25/80

Use of the word "Saint" in a geographic subject heading

Geographic features:

Always spell out "Saint" including its foreign equivalents for names of geographic features.

Political jurisdictions:

Establish names of political jurisdictions containing "St." or "Saint" as it appears on the document, i.e. abbreviate, if abbreviated on the document; spell out, if spelled out on the document.

NSC

Subject Headings - Sources
GDC Project Memo no.1
9/20/76

COLORADO STATE UNIVERSITY

GOVERNMENT DOCUMENTS CATALOGING PROJECT

Sources used for verification of names for non-jurisdictional geographic subject headings:

General:

Commercial Atlas & Marketing Guide. Chicago; New York; San Francisco : Rand McNally & Company.

Codes for Named Populated Places and Related Entities of the States of the United States : Guidelines. 2 vols. Washington, D.C. : U.S. Dept. of Commerce, National Bureau of Standards.

Webster's New Geographical Dictionary. Springfield, Mass. : G. & C. Merriam Company.

The National Atlas of the United States of America : [microfiche index]. Washington, D.C. : United States. Geological Survey.

The Columbia Lippincott Gazetteer of the World. New York : Columbia University Press.

Specific:

Directory of National Wildlife Refuges. Washington, D.C. : Dept. of the Interior, United States Fish and Wildlife Service.

A Directory of Research Natural Areas on Federal Lands of the United States of America. Washington, D.C. : U.S. Dept. of Agriculture, Forest Service.

Index: National Park System and Related Areas. Washington, D.C. : U.S. Dept. of the Interior, National Park Service.

Land Areas of the National Forest System. Washington, D.C. : U.S. Dept. of Agriculture, Forest Service.

The National Register of Historic Places. Washington, D.C. : U.S. Dept. of the Interior, National Park Service.

Federal and State Indian Reservations and Indian Trust Areas. Washington, D.C. : U.S. Dept. of Commerce.

Phone calls.

NLC

WATERSHEDS

In establishing the name of a watershed, the name of the body of water for which the watershed is named should be established first. If the watershed is based on more than one body of water, establish each separately. Note that each watershed will also be established separately.

QUALIFYING THE NAME OF THE WATERSHED

1. If the watershed is within the boundries of one state, add the name of that state.

Bright Angel Creek watershed, Ariz.

2. If the watershed lies within the boundries of two states, add the name of both states, connected by the word "and". The name of the state wherein the source of the body of water lies is listed first.

Bear Creek watershed, Ala. and Miss.

3. If the watershed is within more than two states, do not add a qualifier UNLESS there is a conflict (two or more with the same name). In the case of conflict, add the name of the states where the river, etc. begins and ends and connect the two with a hyphen.

North Platte River watershed	(no conflict)
Red River watershed, Tex.-La.	(more than one Red River)

"UPPER" OR "LOWER" IN THE NAME OF THE WATERSHED

The decision to include "upper" or "lower" as part of the name of the watershed is determined by whether or not the term is a part of the established name of the body of water.

Title page: Upper Colorado River watershed.

LC has established the name of the river as: Colorado River, hence, the name of the watershed must be Colorado River watershed.

Subject Headings-Geographic
CSU Project Memo no. 3
3/28/79

Qualifiers to proper names:

Follow the provisions for the qualification of proper names given in Cataloging Service, Bull. 122, p. 14-16. Because LC practice has varied, some LC subject headings for such proper names may lack a qualifier. However, project cataloging will follow the provisions of the above bulletin by adding qualifiers when called for regardless of the existence of a previously-established LC heading without a qualifier. This will reduce the amount of searching required in LC Books: Subjects.

Qualifiers should be abbreviated according to the list of abbreviations in AACR 1, appendix III.

The above bulletin applies only to subject headings. Such changes should not be made to LC-established corporate names.

See following example

JS/lg

AUTHORITY CARD EXAMPLE
SUBJECT

Cherry Creek (Colo.)

651
✓Rand McNally Commercial Atlas

NSC 1/20/81

This memo supersedes Subject Headings-Geographic, CSU Project Memo no. 4 dated 11/30/79, which should be discarded.

Wilderness Areas

I. Information obtained from the Forest Service (Washington Office).

According to Charley Joy, Recreation Management Staff, USDA Forest Service (Washington Office), the official name for a proposed wilderness is not determined until an Act of Congress has designated the area as a Wilderness. Mr. Joy said any proposed wilderness could be referred to in the literature under different names and various organizations, e.g., Forest Service, environmental groups, might recommend different names.

Even though some names for wildernesses include "Eastern", it should not be included in the official name for the wilderness. Eastern Wilderness refers to 16 areas in the eastern United States designated by an Act of Congress as Eastern Wildernesses.

The official wilderness name designated by Congress never includes the word "Area" nor does the Forest Service refer to the wilderness as Wilderness Area, even though an environmental impact statement and other articles may cite it both ways.

II. Information obtained from LC, 11/30/79 and 12/17/79

A subject heading for a "proposed" wilderness is established by LC when the work is cataloged even though the area has not been designated by Congress.*

LC contacts the Board of Geographic Names to determine the official name of the wilderness.** If later evidence exists indicating a different name, rechecks with BGN for further verification.

LC recommends consulting the Forest Service authoritative list on wildernesses if different or conflicting names are found in the piece, i.e. drop Area & Eastern.***

LC recommended geographic subject headings for works on proposed wilderness areas is only the subject heading for the wilderness area (i.e. if Wilderness is within a National Forest, no subject heading for forest is made).

*LC stopped the practice of establishing proposed wilderness areas using the name of the area qualified by "(Proposed)" (cf 79-118322 70r77rev) about 5 years ago but such headings may still be used if the area is still in the proposed "stage" and not yet designated by Congress officially. [NOTE; perhaps this is the reason the 79-118322 record (rev. 77) retained the outdated subject heading according to LC.]

**NOTE: It is uncertain whether LC's procedure is to verify every wilderness name or only when conflicting information is available.

***LC will retain Area if name is already established.

III. Project Policy:

A. Establish the names of "proposed" wildernesses (do not qualify by "Proposed").

B. Follow the Forest Service authoritative list for establishing the names.

C. Do not include Eastern in the heading but make a cross reference from ...Eastern... to the established heading in the authority file.

D. Establish a wilderness study area as a "...Wilderness Study Area..." if the item is only about the study area and the name of the wilderness has not been passed by Congress. Before establishing call the FS to be sure that it is still a study area. (See LCSH "Ramsey Draft Wilderness Study Area, Va.").

JM and NSC

Subject Headings-Topical
CSU Project Memo no. 1
8/31/79

CSU Project catalogers may establish a topical subject heading if a scope note appears under the topical heading stating "...see also specific names..." e.g.

Intercontinental ballistic missiles
see also names of specific intercontinental ballistic missiles, e.g....

CSU Project catalogers will prepare authority cards for those topical subject headings which LC has not established, i.e. have not been found in LCSH or in LCSC. These authority cards will have the initials of the cataloger and date heading is established. They will be filed in the Topical and Geographic Subject Headings file.

NSC

Supplements and addenda are issued in a variety of ways. Some are published separately; some are issued with the original work. They may be cataloged in one of several ways.

Issued as part of the Original Work

Catalog the publication as one bibliographic item. If there is a title page or title-page substitute (especially a cover title) that represents the entire work, including the supplements, use it as the basis for description. If there is no title page or title-page substitute representing the entire work, use the title page or title-page substitute of the original work as the basis for description.

If the publication date on the title page or substitute does not reflect the actual date of publication, the imprint should show this difference:

1975 [i.e. 1976] (See AA139A)

Record the supplement or addendum in the pagination of the collation:

ix, 150, 18 p. (The last group is the supplement)

In note position, describe the supplement(s) or addenda with an appropriate note:

Issued with addendum.
Issued with supplements no. 1-2.

The note should not include pagination since it has already been included in the collation.

Issued separately

There are four options in this instance.

1.)The supplement may be cataloged separately. (See AA19 and AA155.) (Please note that dash entries may no longer be used. The technique for creating independent entries for which dash entries formerly were used is explained in LC Cataloging Service Bulletin no. 119, fall 1976, p. 15 ff.)

2.)The supplement may be cataloged under the provisions of AA155B as a note added to the record for the original work. (See also RI 19 & 155B) The presence of the supplement or addendum is not shown in the imprint or the collation. Instead the information is given in an appropriate note. The note will usually include the pagination and the date of the addendum or supplement if different than the imprint. (See AA155B1.) Place the note in a 500 field.

3.)A third possibility is to treat the item as accompanying material. (See AA141F) Use of this rule is considerably more restricted, however. Consult RI141F for the circumstances under which it may be used.

4.)Supplements to serials may be treated under AA168.

Uniform Titles
CSU Project Memo no. 1
3/15/79

Include a uniform title in the 240 field as appropriate. Primarily, this will occur in cataloging translations. Base the choice of the uniform title as much as possible on information appearing in the piece in hand. Consult other sources only if: 1) ambiguity exists regarding the form of the uniform title; 2) it is likely that information clarifying that ambiguity will be found. EXCEPTION: If no mention of the original title is made in the piece in hand, omit the 240 field.

In the first indicator position assign the value of zero.

Do not trace the title of the original work.

The title of the original work should appear in a note.
Access for title index will be provided through programming.

(The above memo is prepared on the assumption that use of the 240 field for the Project will be limited to translations. In those instances where this is not the case, please check with Jim Stickman.)

JS

DESCRIPTIVE AND SUBJECT CATALOGING MEMOS

JANUARY 1981 - SEPTEMBER 1981

AACR2
At Head of Title
CSU Project Memo no. 1
2/10/81

If it can be determined from the piece, that the corporate body appearing at head of title prepared the item, record the body in the statement of responsibility and record it in the publisher statement enclosed in brackets, if there is no explicit publisher statement.

If the corporate body appearing at head of title did not prepare the item, and if there is no explicit publisher statement, record the corporate body in the publisher statement, without enclosing it in brackets.

NSC

OFFICE MEMO

TO: Project Catalogers, Fred Schmidt **Date** 3/26/81

FROM: Sheila Green

SUBJECT: Meeting of Project Catalogers, March 5, 1981

REMARKS: In attendance: N. Copeland, S. Green, C. Runyan, B. Smith

Authority file

A. It was decided that when an authority card is revised by adding cross references, the following information on the bottom right side of the card should be typed:

"x-ref. (date and initials)"

and/or

"xx-ref. (date and initials)"

B. It was decided that when very minor changes have to be made on an already established pre-AACR2 heading in order to conform to AACR2 rules, the cataloger could make these minor changes on the pre-established card either by crossing out an element or by adding one. e.g.

Pre-AACR2 heading: Smith & Associates, inc.

Revised AACR2 heading: Smith & Associates. ~~inc~~

C. Our current authority card filing system eliminates punctuation as a filing factor. It was decided to paper clip the non-AACR2 heading to the AACR2 heading card, if the filing sequence would be the same. This is done until the Cataloging Dept. and Preparations decide what filing rules are going to be followed when the files are integrated. e.g.

AACR2 heading: Arkansas State Board of Health.

Pre-AACR2 heading: Arkansas. State Board of Health.

D. It was decided to underline in red all geographic subject headings that are established and to tag as 651 (or 650, for topical subject headings). Continue to revise the geographics by changing the former qualification comma to red parenthesis. Underline these revised headings in red.

SG

AACR 2
Authority File
CSU Project Memo no. 2
7/1/81

Headings established by the Cataloging Dept.

A. Headings written on pink temporary slips

1. [caf] Heading

Heading locally established, or established per LCNA with no indicator of c or d in the 13th character.

Searchers will record on search slip

Heading A F
[caf]
"in process"

Project cataloger will hold item until heading has been verified - check after a week to see if heading is established per AACR 2 (card will be typed by the cataloging department)

2. [caf] Heading

LCAR (written on pink slip)

Heading established per LCNA with c or d in the 13th character.

Searchers will record on search slip

Heading A F
[caf]

Project cataloger will add [paf] below [caf] (See Authority Control, MAF card formats, Memo no. 1, May 27, 1981)

B. Headings typed on cards are headings established per AACR 2.

1. [caf] Heading

Searcher will record on search slip

Heading A F
[caf]

Project cataloger will add [paf] below [caf]

2. [caf] Heading
   [paf]

   Searcher will record on search slip

Heading	A	F
[caf]		
[paf]		

   Project cataloger will take no action.

NOTE: Continue to follow Project procedures if heading (AACR 2 or pre-AACR 2) is established by the Project.

NSC/jdd

AACR 2
Authority File - Corporate
CSU Project Memo No.1
1/14/82

PROCEDURE FOR ESTABLISHING CORPORATE HEADINGS BY AACR 2

I. Heading in authority file:

A. Heading indicated as in AACR 2 form (underlined in RED or typed in RED)

1. Underlined in RED - no action necessary.

2. Typed in RED
Cataloger underlines heading in RED, types any cross references needed, checks card in red in upper right hand corner, types d.p., SuDocs number and initials it. Records in statistics as NEW LC.

B. Heading NOT indicated as in AACR 2 form.

Search LCNA and Bibliographic file.

1. Heading found in LCNA or LC bibliographic record

a. If heading in authority file is already in AACR 2 form or AACR 2 compatible form (matches heading found in LCNA or LC bibliographic record) cataloger underlines heading in RED, types any cross references needed, records LCNA or LC card number, initials for revising. Records in statistics as REV LC.

b. If heading in authority file is not in AACR 2 form or AACR 2 compatible form (does not match heading found in LCNA or LC bibliographic record) cataloger types new card and necessary cross references on both new and old cards, underlines AACR 2 headings in RED, records LCNA or LC card number. Records in statistics as NEW LC.

2. If heading not found in LCNA or in LC bibliographic record (or found without the AACR 2 or AACR 2 compatible indicator) cataloger tests heading against AACR 2.

a. If heading in file is already in AACR 2 form, cataloger records AACR 2 rule number in pencil on card, initials for revising. Records in statistics as REV NON-LC. After heading is approved in staff meeting, heading will be underlined in RED.

b. If heading in file is not in AACR 2 form, cataloger establishes new heading, types new card and necessary cross references on both new and old cards, underlines AACR 2 headings in RED, and places both cards in box for locally established headings. Records in statistics as NEW NON-LC.

II. Heading NOT in authority file.

Search LCNA and bibliographic file.

A. If heading is found in LCNA or in LC bibliographic record in AACR 2 or AACR 2 compatible form, cataloger types heading and necessary cross references, underlines AACR 2 heading in RED, checks card in red in upper right hand corner, types d.p., SuDocs number, LCNA or LC card number and initials it. Records in statistics as NEW LC.

B. If heading is found in LCNA or LC bibliographic record without the AACR 2 or AACR 2 compatible indicator, cataloger tests heading against AACR 2, establishes heading according to AACR 2, types heading and necessary cross references, underlines heading in RED, records AACR 2 rule number in pencil on card, records d.p., SuDocs number, checks card in red in upper right hand corner and initials it. Records LCNA or LC number indicating that heading was not in AACR 2 form. Places card in box for locally established headings. Records in statistics as NEW NON-LC.

C. If heading is NOT found in LCNA or in LC bibliographic record, cataloger establishes new heading, types heading and necessary cross references, underlines AARC 2 heading in RED, checks card in red in upper right hand corner, types d.p., SuDocs number, initials it, and places card in box for locally established headings. Records in statistics as NEW NON-LC.

See following example

MSC

AUTHORITY CARD EXAMPLE
CORPORATE

United States. Fish and Wildlife Service. Missouri River Basin Studies. (1948-56)

x Missouri River Basin Studies.
xx United States. Bureau of Sport Fisheries and Wildlife. Missouri River Basin Studies. (1956-72)

organized approx. 1948; abolished approx. 1972. a field organization for studies of the Missouri Basin Project. "transcended regional boundaries". base office in Billings, Mont.--A History of River Basin Studies, I 49.2:R 621

dp 1953
I 49.2:F 53 d
°56-79 °LCNA

CR/4-2-80
AACR2 bcs 1/14/81

AACR2
Authority File
CSU Project Memo No. 1
2/20/81

Some LC Name Authority records have numerous cross references (410 fields) which the cataloger will not think it necessary to include in the Project authority records. When establishing such a heading, type the card as usual, including the cross references considered necessary, and add a note in pencil under the LCNA number in the lower left corner:

See LCNA record for x-refs
not made for Project AF.

When establishing a heading using an LCNA record which does not have a "c" or "d" in the w subfield, and you have determined the heading as presented is AACR2, add a note to the authority card in pencil under the LCNA number:

No AACR2 indicator.

When you are changing such a heading to make it AACR2, add the note:

No AACR2 indicator.
Heading changed per (rule no.)

This memo does not apply to 510 fields on LCNA records.

BCS

AACR2
Corporate Body in
Conjunction with Personal Name
CSU Project Memo no.1
2/10/81

Follow Cataloging Service Bulletin, no. 8 (Spring 1980) p. 25 rule interpretations for AACR2 cataloging.

NSC

AACR2
Edition Statement
CSU Project Memo no. 1
2/10/81

1.2B1 "Transcribe the edition statement as found on the item..." AACR2

1.4F1 "Give the date of publication, distribution, etc. of the edition named in the edition area..." AACR2

If the edition statement appears as 'Revised May 1963.' record as

```
250    Rev.
260        , ⌀c 1963.
500    "Revised May 1963."
```

NSC

21.1B2

In order to enter a work under a corporate body, the work should emanate from a corporate body and should fall into one or more of the categories mentioned in 21.1B2.

21.1B2(a)

Specific program of operations do not fall under 21.1B2(a). For example, the accomplishments and the results of a program are external activities, therefore, do not qualify for 21.1B2(a). In order to qualify for 21.1B2(a) the work should deal with the internal policies or procedures or activities of the operation.

21.1B2(c)

In order to enter a work under a corporate body because it falls under 21.1B2(c),

i) the committee, commission, etc. should have been set up specifically to study a subject and make a report

OR

ii) the work should state a position, for example, a recommendation, or an opinion, or a policy by the corporate body

Excluded are contributions to scientific knowledge.

NSC

AACR2
Geographic features as
corporate bodies
CSU Project Memo no. 1
2/27/81

This memo supercedes the CSU Project Memo entitled "Forests as corporate bodies".

Do not establish a geographic feature (forest, park, national monument, national scenic riverway, etc.) as a corporate body.

If the name of a geographic feature is the lowest element in the hierarchy, use the next highest element as the lowest element in the heading.

e.g.	on publication:	establish heading as:
	United States Forest Service Rocky Mountain Region Routt National Forest	United States. Forest Service. Rocky Mountain Region.

	on publication:	establish heading as:
	United States Dept. of the Interior National Park Service Zion National Park	United States. National Park Service.

CR

1.4C1 "Record the place of publication, etc., in the form and grammatical case in which it appears." AACR2

If the place appears as 'Lincoln, Nebr.', record as 'Lincoln, Nebr.'

If the place appears as 'Lincoln, Nebraska', record as 'Lincoln, Neb.'

1.4C3 "Add the name of the country, state, province, etc. to the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use abbreviations appearing in Appendix B." AACR2

If the place appears as Lincoln, record as 'Lincoln, [Neb.]'

1.4C6 "If no probable place can be given, give the name of the country, state, province, etc. ..." AACR2

Spell the name of the state in full.

e.g. Record New York State as [New York]
Record Wyoming as [Wyoming]

1.4D If there is no explicit publisher statement, but a body named in the title and statement of responsibility area is the publisher, record that body in the publisher statement in brackets.

If there is not publisher statement at all, supply the publisher from a letter of transmittal, if there is one. Enclose the publisher statement in brackets.

NSC

OFFICE MEMO

TO: Bill Lindgren

Date 2-23-81

FROM: Mike Unsworth

SUBJECT: Serials Cataloging: AACR2 Local Policy Decisions

REMARKS:

Modification Policy

The "Policy for CONSER modification requests" as issued in CSB, no. 11 (Winter 1981 (pp. 86-87) will be adopted as the policy for modifying serials already cataloged by CSU. The policy states that modifications be limited to the following cases:

1. The immediate target of the modification is the data of the first issue (or the title page of the first volume);
2. An access point is being added, changed (including changes from AACR 1 to 2), or deleted;
3. The modification is to result in closing an entry and/or linking the entry to another.

12.3 Numeric/Alphabetic/Chronological Designation.

I. Original cataloging.
   A. First issue in-hand:
      Use 362 0# field.
   B. First issue not-in-hand:
      1. Use 362 1# if applicable ("Began publication in..."). Use traditional bibliographic sources to determine beginning date of publication (i.e., NUC, NST, other national bibliographies, OCLC, the serial itself, etc.)
      2. Use 500 note "Description based on..."
      *3. Use a PUC following the CONSER standard (at this writing it is the latest piece-in-hand).

PROJECT: Use 936 field; use information from earliest issue as per OCLC until further notice.

*II. Modification of records in RLIN or OCLC.
   A. AACR2 records.
      1. First issue-in-hand:
         Check to see if information and punctuation are accurate.
      2. First issue not-in-hand.
         Accept information if it is earlier-than-piece in-hand.
   B. Non-AACR2 records. ACTION DEFERRED.

PROJECT: Upgrade all adaptive records to AACR2 cataloging

12.7B1 Frequency note.

Follow LC practice as stated in footnote 3 on p. 237 of AACR1:
Use "Frequency varies" if there are three or more variations.

12.7B5 Other title information.

Follow LC practice of not putting subtitle information in a quoted note. Thus, by inference, there will not be any "Subtitle varies" note.

12.7B9 Publication, distribution, etc.

Follow AACR1 practice for changes in places or publishers:
"A convention note beginning with the phrase 'Imprint varies' is generally used unless there has been but one change of place and publisher." (p. 241)
Be sure to list changes in issuing bodies in a 550 note (Rule 12.7B6)

12.7B16 Other formats available.
Do not use.

12.7B20 Copy being described and Library's holdings.
I. Copy being described:
Defer until we have an actual example to work with.
II. Library's holdings:
Do not use.

12.8E Qualification.
Do not use.

21.5 Uniform titles for serials.
I. When a 130 field is used, the 245 field is untraced.
II. When a 240 field is used, the 245 field is traced.

Implementation will be effected after the monographic catalogers, the various heads of Technical Services, and other members of the library are consulted.

DECISION DEFERRED:

12.3 Numeric/Alphabetic/Chronological Designation.
Use of non-AACR2 records in RLIN (Project has decided on its OCLC records).

12.7B3 Source of title proper.

12.7B7 Relationships with other serials notes.

12.7B7 b & c The death of "supercession".

12.9 Supplements

21.5 Implementation of uniform titles.

12.7B20 Copy described.

CR

AACR2
Series statement
CSU Project Memo no. 2
4/22/81

This memo supersedes AACR2, Series statement, CSU Project no. 1, dated 1/11/81 which should be discarded.

The 088 field is to be used to record any numbers (e.g. series consisting solely of letters and numbers, etc.) appearing on a publication which do not qualify as a true series in the judgement of the Project.

In recording the information in the 088 field, only the spacing may be changed. Follow GPO AACR2 Cataloging Memo, Data Base Guideline, Classification numbers, no. 1 for spacing. The punctuation is transcribed exactly as it appears on the publication.

If multiple, non-series numbers appear on the publication, enter each in a separate 088 field.

The information should also be recorded as it appears on the publication in a quoted note according to AACR2 1.7B19.

A series authority card is to be prepared indicating the field number, and variations if any.

These series will be included in the Report/Series Index of the Project COM catalog.

Please consult GPO AACR2 Cataloging Memo, Intralibrary Guidelines, Series establishment, no. 1 and no. 4 for guidelines.

All decisions on series to be recorded in the 088 field should have the approval of the Senior Project Cataloger.

NSC

AACR2
Series statement
CSU Project Memo no. 3
4/22/81

GPO has decided not to generate an index from the 490 field with AACR2 cataloging. In addition, GPO has decided to use only the 490 1st indicator of 1 (series traced differently) and will not use 490 1st indicator ∅ (series not traced).

Project will trace a series, even if have only one issue from the set, if LC or GPO has decided to trace. In the absence of an LC or GPO decision to trace a series, Project will use judgement whether to trace or not. Therefore, in some cases, Project will have a record with 490 1st indicator ∅ (series not traced).

Following GPO's policy, Project will not generate an index from the 490 field with AACR2 cataloging.

All decisions whether to trace a series or not should have the approval of the Senior Project cataloger.

NSC

AACR2
Subject Headings-Geographic
Reservoirs vs. Lakes
CSU Project Memo no. 1
2/27/81

According to information received this date from Mr. Sorvo of the Board of Geographic Names, the Board's Decision No. 7201 states that all Corps of Engineers reservoir projects are henceforth to be called "lakes".

In conformance with this Decision, please establish all 651 reservoir geographic feature subject headings on Corps documents as "lakes" rather than reservoirs even though the site is a known reservoir or "reservoir" is stated on the piece.

Note that the Rand McNally Commercial Atlas will refer to the Corps projects as "lakes" also.

SG

AACR2
Works of Shared Responsibility
CSU Project Memo no. 1
2/10/81

Personal vs. Corporate body

If, in a work of shared responsibility, both a personal author and a corporate body are prominent, first test the corporate body against 21.1B2. If the corporate body falls into one or more of the categories, enter under the corporate body. If the corporate body does not fall into one of the categories, enter under the personal author.

NSC

AACR2
Works of Single Personal
Authorship
CSU Project Memo no. 1
2/10/81

21.4A "Enter a work, a collection of work, or selections from a a work by one personal author...under the heading for that person whether named in the work or not." AACR2

If a work is entered under a personal author, and that author is not mentioned in the title and statement of responsibility area, there is no need to justify that author in a note.

However, if in a work of shared responsibility, the name of the joint author(s) is not mentioned in the title and statement of responsibility area, record the name of the joint author(s) in a note in order to be able to make an added entry for the joint author(s).

NSC

AACR2
Series statement
CSU Project Memo no. 1
1/11/81

The 088 field is to be used to record any numbers (e.g. series consisting solely of letters and numbers, etc.) appearing on a publication which do not qualify as a true series in the judgement of the Project.

Record the information as it appears on the piece, including punctuation marks. For spacing follow authority card.

If multiple, non-series numbers appear on the publication, enter each in a separate 088 field.

The information should also be recorded exactly as it appears on the publication in a quoted note according to AACR2 1.7B19.

A series authority card is to be prepared indicating the field number.

These series will be included in the Report/Series Index of the COM catalog.

NSC

Decision taken with Fred Schmidt and Jim Stickman on January 8, 1981.

WORKFORMS

I-21

PROJECT SEARCHING STATISTICS

OCLC		TOTAL
GPO copy in OCLC		
Member or LC copy used by GPO		
LC exact copy in OCLC (not used by GPO)		
Member copy in OCLC (not used by GPO)		
No OCLC copy		
Names verified by LC record in OCLC		
Names verified by LCNA in OCLC		
Names found by Member record in OCLC		
Names not verified by LC in OCLC		
Names not verified by LCNA in OCLC		
Authority Files		
Entry in Authority File		
Entry not in Authority File		

Searcher_____ Date 162

PROJECT SEARCHING STATISTICS

OCLC		TOTAL
GPO copy in OCLC		
)mber or LC copy used by GPO		
LC exact copy in OCLC(not used by GPO)		
Member libr. copy in OCLC (not used by GPO)		
No OCLC copy		
Names verified by LC record in OCLC		
Names found by Member record in OCLC		
)mes not erified		
NUC		
LC exact copy		
NUC copy (non-LC)		
No copy in NUC		
Names verified by LC in NUC		
Names found by Member in NUC		
Names not verified		
uthority Files		
Entry in uthority le		
Entry not in Authority File		

Searcher_____ Date _____ GRANT: 7-79

Month

Cataloger

		NAME HEADINGS				SUBJECTS
		LC verified		Local		
		Colorado		Colorado		Colorado
Alaska	Montana					
Arizona	Nebraska					
Arkansas	Nevada					
California	New Mexico					
Colorado	North Dakota					
Hawaii	Oklahoma					
Idaho	Oregon					
Iowa	South Dakota					
Kansas	Texas					
Louisiana	Utah					
Minnesota	Washington (State)					
Missouri	Wyoming					

Instructions

Count all name headings you establish for bodies located in one or more of the states listed above, even if the name of a state or other locality does not appear as a part of the heading. For example:

United States. Forest Service. Rocky Mountain Region.

The name of the region is sufficient to tell you the body is located west of the Mississippi. Include bodies whose names are uninformative about their location, e.g.,

United States. Fish and Wildlife Service. Region 2.

Please note in pencil on the authority card, in the lower left corner, above the information typed there, the location of the headquarters office of such bodies.

Count headings for projects, programs, studies, plans, conferences, surveys, etc. if you are using the heading in a 110, 111, 710, 711, 810, or 811 field.

EXCLUDE the names of firms.

"LC verified" includes name headings for which we have GPO verification through an OCLC record, if the record was input after October 1977, as well as the usual sources of LC verification: LCNA, LCNH, NUC, DLC records in OCLC.

Under the heading SUBJECTS, count all geographic subject headings you establish for entities located west of the Mississippi, whether you qualify them or not. There is no need to make a distinction between geographic subject headings established by LC and those established locally.

Count projects, programs, studies, plans, etc. under Subjects when they are tagged 6xx.

Please turn this sheet in with your regular statistics sheet each month.

COLORADO STATE UNIVERSITY LIBRARIES
TITLE II PROJECT
OCLC PRODUCTION STATISTICS

MONTH: _____

NAME: _____

INPUTTING AND UPDATING

1. ORIGINGAL INPUTTING

SUBTOTAL

2. ADAPTIVE INPUTTING

SUBTOTAL

3. UPDATES

SUBTOTAL

TOTAL:

GRANT: 6-79

DOCUMENTS

Class Number:

(Series:____analyzed_____not analyzed)

Title Search

OCLC_____ Date Searched_____ Initials_____

Type of cataloging found__LC__LC(diff. ed.)__non-LC__GPO

Personal Authors	AF	OCLC	NUC

Additional Searching Requested by	AF	OCLC	NUC

GRANT: 1-79

Corporate Bodies	AF	OCLC	NUC
Series			

PROJECT CATALOGING STATISTICS _____ _____

	ADAPTIVE			ORIGINAL		TOTAL
	MONITOR Fewer than 3 changes	More than 3 changes	LC	Original	LC in NUC	
ographs						
Analytics						
Serials						
Maps						
Microforms						
Other Specify						
Total						
Titles withdrawn						
xtra volumes						
Total Vols. Cataloged						

NAME AUTHORITIES

Type of Name		No References	One or More References	Total
Conference	LC			
	Non-LC			
Corporate	LC			
	Non-LC			
Series	LC			
	Non-LC			
Subject Headings	Topical			
	Geographic			
Total				

Update: _____ Total Hours: _____

Cataloger _____ Date _____ GRANT: B-79

PROJECT CATALOGING STATISTICS.

	ADAPTIVE			ORIGINAL		TOTAL
	Fewer than 3 changes	More than 3 changes	LC	Original	LC in NUC	
Monographs						
Analytics						
Serials						
Maps						
Microforms						
Total						
Titles withdrawn						
Extra volumes						
Total Vols. Cataloged						

NAME AUTHORITIES						TOTAL	
Type of Name		(NEW) No References	(REV)	(NEW) reference	(REV)	NEW	REV
Conference	NEW LC						
	REV LC						
	NEW NON-LC						
	REV NON-LC						
Corporate	NEW LC						
	REV LC						
	NEW NON-LC						
	REV NON-LC						
Series	NEW LC						
	REV LC						
	NEW NON-LC						
	REV NON-LC						
Personal	NEW						
	REV						
Subject Headings	Topical						
	Geographic						
Total							

Cataloger _____ Date _____

PROJECT CATALOGING WORKSHEET (MONOGRAPHS)

OCLC
Type: a Bib lvl: m Govt pub: f Lang: e n g Source: d Illus:
Repr: Enc lvl: I Conf pub: Ctry: _ _ _ Dat tp: ___ M/F/B: _ Ø Ø
Indx: Mod rec: Ø Festschr: Ø Cont:
Desc: a Int lvl: Ø Dates:

088		Rept. No.
020		ISBN
041		Languages
090		LC Class #
099		SuDocs Class #
049		Holding Library - CCFV
1_ _	_ Ø	Main Entry
240	_ _	Uniform Title
245	_ _	Title
250		Edition
260	Ø	Imprint
300		Collation
4_ _	_ _	Series
_ _	_ _	Series

GRANT: 3-79

5 _ _ | _ _ | Notes

Added Entries 6xx: Subject; 7xx: Added Entry; 740: Variant Title; 8xx: Series Added Entry

Cataloger

Date

Input by

Date

Updated by

Date

Saved under: COF/

Recat:

PROJECT CATALOGING WORKSHEET (MONOGRAPHS)

OCLC
Type: a Bib lvl: m Govt pub: f Lang: e n g Source: d Illus:
Repr: Enc lvl: I Conf pub: Ctry: _ _ _ Dat tp: ___ M/F/B: _ Ø Ø
Indx: Mod rec: Ø Festschr: Ø Cont:
Desc: i Int lvl: Ø Dates:

010		LCCN
020		ISBN
041		Languages
090		LC Class #
099		SuDocs Class #
049		Holding Library - CCFV
1_ _	_ Ø	Main Entry
240	_ _	Uniform Title
245	_ _	Title
250		Edition
260	Ø	Imprint
300		Collation
4_ _	_ _	Series
4_ _	_ _	Series

GRANT: 3-79

5 _ _ | _ _ | Notes

Added Entries 6xx: Subject; 7xx: Added Entry; 740: Variant Title; 8xx: Series Added Entry.

Cataloger | Input by | Updated by

Date | Date | Date

Saved under: COF/173 | Recat:

PROJECT CATALOGING WORKSHEET (SERIALS)

OCLC:

Type: a	Bib lvl: s	Govt pub: f	Lang: e n g	Source: d	S/L ent: Ø
Repr:	Enc lvl: I	Conf pub:	Ctry: _ _ _	Ser tp:	Alphabet:
Indx: u	Mod rec: ß	Phys med:	Cont:	Frequn:	Pub st:
Desc: ß	Cum ind: u	Titl pas: u	ISDS: ß	Reglr:	Dates:

010		LCCN
015		Nat'l Bibliog. #
022	_ ß	ISSN
030		CODEN
041	_ ß	Languages
090	ß ß	LC Class #
099		Local SuDocs Class #
049	_ _	Holding Lib. _ COFV
1_	_ Ø	Main entry
212	ß	Variant access title
)?	_ _	Key title
245	_ _	Title
246	_ _	Varying title(s)
250	_ _	Edition
260	Ø _	Imprint
300	ß ß	Collation
310	ß ß	Current freq.
321	ß ß	Former freq.
)?	_ ß	Dates and vols. of pub.
4_	_ _	Series

5_ _	_ ƀ	Notes
6_ _	_ _	Subjects
7_ _	_ _	Added entry(s)
760	_ ƀ	Main series
762	_ ƀ	Subseries entry (s)
77_	_ ƀ	
780	_ _	Preceding entry
785	_ _	Succeeding entry
787	_ ƀ	Non-specific relationship entry